CITY OF SOUTH PASADENA
CITY COUNCIL

AGENDA

REGULAR COUNCIL MEETING
WEDNESDAY, MARCH 18, 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	Janet Braun

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 PROCLAMATION DECLARING MARCH 2026 AS "AMERICAN RED CROSS MONTH" IN THE CITY OF SOUTH PASADENA**

2. **A PROCLAMATION DECLARING MARCH 18, 2026, AS "NOWRUZ" (PERSIAN NEW YEAR) IN THE CITY OF SOUTH PASADENA**

CLOSED SESSION ANNOUNCEMENTS

3. **CLOSED SESSION ANNOUNCEMENTS**

PUBLIC COMMENT

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

CHANGES TO THE AGENDA

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

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

6. CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $160,270.65; GENERAL CITY WARRANTS IN THE AMOUNT OF $1,320,137.83; ONLINE PAYMENTS IN THE AMOUNT OF $ 94,354.60; VOIDS IN THE AMOUNT OF ($18,862.37); PAYROLL IN THE AMOUNT OF $ 1,195,998.54

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

7. CONSIDERATION OF APPROVAL OF THE REGULAR CITY COUNCIL MEETING MINUTES FOR MARCH 4, 2026

Recommendation
It is recommended that the City Council approve the minutes from the Regular City Council meeting held on March 4, 2026.

8. CONSIDERATION OF APPROVING THE MAYOR'S LIST OF CITY COUNCIL LIAISON AND REGIONAL GROUP APPOINTMENTS

Recommendation
It is recommended that the City Council approve Mayor's list of City Council Liaisons to the City's Commissions and the appointments to the Regional Group Appointments.

9. CONSIDERATION OF APPOINTMENTS TO CITY BOARDS, COMMISSIONS, AND COMMITTEES

Recommendation
It is recommended by Mayor Rossi that the City Council appoint the following residents to City Boards, Commissions, and Committees for a full-term ending on December 31, 2026:

1. Yifang "Batia" Lou to the Planning Commission as the Youth Commissioner.
2. Inah Lauren Chang to the Library Board of Trustees as the Youth Commissioner.
3. Lorcan Swift to the Natural Resouces and Environmental Commission as the Youth Commissioner.
4. Luke Kwak to the Public Safety Commission as the Youth Commissioner.

10. CONSIDERATION TO AUTHORIZE SUBMITTAL OF A GRANT APPLICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ECONOMIC DEVELOPMENT INITIATIVE IN THE AMOUNT OF $6,000,000 FOR REHABILITATION AND MODERNIZATION OF THE CROWELL FAMILY YMCA

Recommendation
It is recommended that the City Council:

a. Authorize the preparation and submittal of a Community Project Funding (CPF) grant application to U.S. Representative Judy Chu for consideration for inclusion in the U.S. Department of Housing and Urban Development's (HUD) Economic Development Initiative (EDI) in the amount of $6,000,000 to support rehabilitation and modernization of the Crowell Family YMCA, located at 1605 Garfield Avenue, South Pasadena;
b. Authorize the City Manager, in the event the grant application is selected and an award is offered, to return to City Council to present the terms of a Memorandum of Understanding between the City of South Pasadena and the YMCA of Metropolitan Los Angeles under which the City would serve as the grant fiduciary and the YMCA would serve as the project implementing entity; and
c. Provide additional direction, as appropriate

11. CONSIDERATION TO RATIFY THE CITY'S SUBMITAL OF A GRANT APPLICATION TO THE U.S. FEDERAL EMERGENCY MANAGEMENT AGENCY'S FEDERAL ASSISTANCE- PRE DISASTER MITIGATION ACCOUNT IN THE AMOUNT OF $375,000 FOR A WILDFIRE RESILIENT URBAN FOREST MANAGEMENT PLAN AND ADOPT RESOLUTION NO. 7988 DEMONSTRATING SUPPORT FOR THE GRANT

Recommendation

It is recommended that the City Council:

a. Ratify the City's submission of a Community Project Funding (CPF) grant application to U.S. Representative Judy Chu for consideration for inclusion in the U.S. Federal Emergency Management Agency's (FEMA) Pre Disaster Mitigation account, in the amount of $375,000 to develop a Wildfire Resilient Urban Forest Management Plan;
b. Approve the proposed Resolution No. 7988, demonstrating support for the grant and the development of a Wildfire Resilient Urban Forest Management Plan; and
c. Provide additional direction, as appropriate

12. CONSIDERATION TO AUTHORIZE SUBMITTAL OF GRANT APPLICATION TO LOWE'S COMMUNITY IMPACT GRANT PROGRAM IN THE AMOUNT OF $1,700,000 FOR IMPROVEMENTS TO THE POLICE DEPARTMENT AND FIRE DEPARTMENT PUBLIC SAFETY FACILITIES

Recommendation

It is recommended that the City Council:

a. Authorize the preparation and submittal of a grant application to the Lowe's community Impact Grant Program, in the amount of $1,700,000 to support improvements to the Police Department and Fire Department public safety facilities;
b. Authorize staff to pursue grant funding for a project to expand the Police Department locker room and Fire Department dormitory facilities to include dedicated accommodations for female personnel; and
c. Provide direction, as appropriate.

13. CONSIDERATION TO APPROVE THE RENEWAL OF THE SUBSCRIPTION AGREEMENT WITH DEBTBOOK FOR DEBT MANAGEMENT AND CONTINUING DISCLOSURE COMPLIANCE SOFTWARE SERVICES FOR THREE ADDITIONAL YEARS AND WAIVE COMPETITIVE BIDDING AS SET FORTH IN SOUTH PASADENA

MUNICIPAL CODE SECTION 2.99-29(9)(D)

Recommendation

It is recommended that the City Council:

a. Waive the formal bidding requirements for the purchase pursuant to Municipal Code Section 2.99-29(9)(d) and the City's Purchasing Policy;
b. Approve the renewal of the subscription agreement with DebtBook for three additional years through April 2029; and
c. Authorize the City Manager to execute the amendment in a form approved by the City Attorney.

14. CONSIDERATION TO AUTHORIZE SUBMITTAL OF A GRANT APPLICATION TO MOBILE SOURCE AIR POLLUTION REDUCTION REVIEW COMMITTEE IN THE AMOUNT OF $1,100,000 FOR THE MUNICIPAL ELECTRIC VEHICLE INFRASTRUCTURE RESILIENCY AND EXPANSION PROJECT, INCLUSIVE OF THE PURCHASE OF AN EV ARC SOLAR POWERED SOLUTION

Recommendation

It is recommended that the City Council:

a. Authorize the preparation and submittal of a grant application to the Mobile Source Air Pollution Reduction Review Committee, in the amount of $1,100,000 to support the City's electric vehicle charging infrastructure, including the purchase of an EV ARC solar-powered solution; and
b. Authorize staff to pursue grant funding for a project to support the City's electric vehicle charging infrastructure, and the acquisition of solar-powered charging equipment; and
c. Provide direction, as appropriate.

15. CONSIDERATION OF APPROVAL OF AN AMENDED SUBDIVISION IMPROVEMENT AGREEMENT WITH FSM SOPAS, LLC INCLUDING THE AMENDED PERFORMANCE AND LABOR/MATERIALS BONDS FOR PUBLIC IMPROVEMENTS FOR THE 1020 EL CENTRO SUBDIVISION FINAL MAP 84122

Recommendation

It is recommended that the City Council:

a. Approve an amended Subdivision Improvement Agreement, in the final form negotiated and approved by the City Attorney and City Manager;
b. Accept the amended performance and labor/material bonds for public improvements as part of Final Map No. 84122 for 1020 El Centro Street, for Phase I and Phase 2, as part of the amended agreement; and
c. Authorize the City Manager to execute the amended Subdivision Improvement Agreement as finalized.

16. CONSIDERATION OF APPROVAL OF AN AMENDMENT TO A TASK ORDER WITH NINYO & MOORE FOR GEOTECHNICAL AND MATERIALS TESTING SERVICES RELATED TO THE FISCAL YEAR 19-20 STREET IMPROVEMENT PROJECT, FOR A NEW TOTAL CONTRACT AMOUNT OF $53,046.

Recommendation

It is recommended that the City Council approve an amendment (Attachment 1) to the

Task Order with Ninyo & Moore to provide geotechnical and material testing services related to the Fiscal Year (FY) 19-20 Street Improvement Project for a new not to exceed total of $53,046.

17. CONSIDERATION TO ADOPT RESOLUTION NO. 7989 TO ADD ONE (1) FULL-TIME FILM LIAISON POSITION AND RECLASSIFY THE DEPUTY COMMUNITY SERVICES DIRECTOR TO CUSTOMER SOLUTIONS MANAGER.

Recommendation

It is recommended that the City Council adopt Resolution No. 7989 to add one (1) new full-time Film Liaison position to the budget and approve the reclassification of the Deputy Community Services Director to Customer Solutions Manager.

18. CONSIDERATION OF ADOPTION OF RESOLUTION NO. 7990 TO APPROVE ADDITIONAL CITY COUNCIL PRIORITIES

Recommendation

It is recommended that the City Council adopt Resolution No. 7990, formally adopting the additional City Council priorities, as identified at the February 25, 2026, City Council Study Session.

ACTION/DISCUSSION

19. DISCUSSION AND DIRECTION REGARDING DRAFT ZONING CODE AMENDMENTS RELATED TO COMMUNITY MEETING REQUIREMENTS AND CONDITIONAL USE PERMIT REVIEW AUTHORITY FOR ALCOHOLIC BEVERAGE SALES AND LIVE ENTERTAINMENT USES

Recommendation

It is recommended that the City Council:

a. Receive and discuss the draft ordinance amending Chapter 36 (Zoning) of the South Pasadena Municipal Code related to community meeting requirements and Conditional Use Permit (CUP) review authority for alcoholic beverage sales and live entertainment;
b. Provide policy direction regarding the structure and requirements for community meetings, including notification radius, meeting format, and applicability;
c. Provide policy direction regarding whether Conditional Use Permits involving alcoholic beverage sales should be reviewed and approved by the City Council rather than the Planning Commission;
d. Provide direction regarding whether Conditional Use Permits involving live entertainment uses should be reviewed and approved by the City Council rather than the Planning Commission; and
e. Direct staff to return with a finalized ordinance incorporating City Council direction.

20. CONSIDERATION TO DISCUSS AN UPDATED INFORMATIONAL REPORT ON THE CITY'S CONTRACTS WITH FLOCK GROUP INC., FOR THE AUTOMATED LICENSE PLATE READER (ALPR) SYSTEM, THE SOUTH PASADENA POLICE DEPARTMENT'S UPDATED ALPR POLICY AND PROVIDE DIRECTION REGARDING CONTRACT OPTIONS FOR THE ALPR SYSTEM

Recommendation

It is recommended that the City Council review and discuss this updated informational report on the City's contracts with Flock Group Inc. dba Flock Safety and provide direction on next steps in relation to the Automated License Plate Reader system program and City's contracts with Flock Safety.

PUBLIC COMMENT - CONTINUED

21. 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

22. COUNCILMEMBER COMMUNICATIONS

23. CITY MANAGER COMMUNICATIONS

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

April 1, 2026	Regular City Council Meeting (Cancelled)	7:00 P.M.
April 15, 2026	Regular City Council Meeting	7:00 P.M.
May 6, 2026	Regular City Council Meeting	7:00 P.M.
May 20, 2026	Regular City Council Meeting	7:00 P.M.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

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

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

AGENDA NOTIFICATION SUBSCRIPTION

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

ACCOMMODATIONS

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

CERTIFICATION OF POSTING

I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on March 18, 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.

03/12/2026	/S/
Date	Nikima Newsome, Chief City Clerk

City Council Agenda Report

ITEM NO. 1

DATE: March 18, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **A PROCLAMATION DECLARING MARCH 2026 AS "AMERICAN RED CROSS MONTH" IN THE CITY OF SOUTH PASADENA**

Attachment:
Attachment No. 1 - American Red Cross Proclamation

CITY OF SOUTH PASADENA

PROCLAMATION

Proclaiming March 2026, as "American Red Cross Month" in the City of South Pasadena

WHEREAS, for more than 140 years, the American Red Cross has provided compassionate care to those in need, delivering relief to victims of disasters and helping communities prepare for, respond to, and recover from emergencies; and

WHEREAS, the American Red Cross shelters, feeds, and provides comfort to victims of disasters; supplies lifesaving blood to patients in need; supports military members, veterans, and their families; teaches lifesaving skills such as CPR and first aid; and delivers international humanitarian aid; and

WHEREAS, every day, Red Cross volunteers across the nation respond to emergencies large and small, offering hope and assistance during times of crisis; and

WHEREAS, local volunteers serving the South Pasadena community and surrounding areas dedicate countless hours to disaster response, preparedness education, blood drives, and community outreach, strengthening the resilience and safety of our region; and

WHEREAS, the City of South Pasadena recognizes and deeply appreciates the commitment, compassion, and selfless service of Red Cross volunteers who stand ready to assist neighbors in times of need; and

WHEREAS, American Red Cross Month is an opportunity to honor the humanitarian mission of the Red Cross and to encourage residents to support its lifesaving work through volunteerism, blood donation, and preparedness efforts.

NOW, THEREFORE, BE IT RESOLVED I, Sheila Rossi, Mayor of the City of South Pasadena, on behalf of the City Council, do hereby proclaim March 2026 as American Red Cross Month in the City of South Pasadena and urge all residents to recognize the vital contributions of the American Red Cross and to thank the dedicated volunteers who serve our community.

_____ 3/18/2026

Mayor, Sheila Rossi **Date**

City Council Agenda Report

ITEM NO. 2

DATE: March 18, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **A PROCLAMATION DECLARING MARCH 18, 2026, AS "NOWRUZ" (PERSIAN NEW YEAR) IN THE CITY OF SOUTH PASADENA**

Attachment:
Attachment No. 1 - Nowruz Proclamation

CITY OF SOUTH PASADENA

PROCLAMATION

Recognizing March 18, 2026, as "Nowruz" (Persian New Year) in the City of South Pasadena

WHEREAS, Nowruz, meaning "new day," marks the Persian New Year and the arrival of spring, celebrating the renewal of nature and the beginning of a new year for millions of people around the world; and

WHEREAS, observed for more than 3,000 years, Nowruz has its roots in ancient Persian and Zoroastrian tradition, and is celebrated on the vernal equinox, when day and night are balanced and the natural world begins its seasonal renewal; and

WHEREAS, Nowruz transcends borders, languages, and religions and is celebrated by many cultures, including Iranian, Kurdish, Afghan, Azerbaijani, Tajik, Central Asian, and Zoroastrian communities, bringing families and friends together in traditions that emphasize renewal, generosity, peace, and goodwill; and

WHEREAS, a central tradition of the holiday is the setting of the Haft-Seen table, an arrangement of seven symbolic items representing hopes for renewal, health, prosperity, and patience in the year ahead; and

WHEREAS, California is home to one of the largest Iranian diasporas in the world, and the greater Los Angeles region has long served as a vibrant center where Persian culture, traditions, arts, and cuisine have flourished, contributing to the cultural richness and diversity of our state; and

WHEREAS, the City of South Pasadena celebrates the cultural diversity of its residents and values the contributions of Persian and Iranian American communities, along with all communities who observe Nowruz, to the social, cultural, and economic vitality of our region; and

WHEREAS, in a rapidly changing world, Nowruz reminds us of our shared human heritage and reflects the values of tolerance, cultural diversity, and peace that resonate deeply in our interconnected society; and

WHEREAS, as spring brings renewal to the natural world, Nowruz invites us to join our friends and neighbors who celebrate this tradition and to reflect on its enduring message of living in harmony with nature and with one another, remembering that each new year—and each new day—offers an opportunity for a fresh start and the chance to build a more hopeful and peaceful future;

NOW, THEREFORE, BE IT RESOLVED I, Sheila Rossi, Mayor of the City of South Pasadena, on behalf of the City Council, do hereby proclaim March 20, 2026, as Nowruz Day in the City of South Pasadena, and encourages all residents to learn about and celebrate the traditions and enduring message of renewal that Nowruz represents.

_____ 3/18/2026

Mayor, Sheila Rossi **Date**

City Council Agenda Report

ITEM NO. 6

DATE: March 18, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: William Castrillon, Budget & Purchasing Manager

SUBJECT: **CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $160,270.65; GENERAL CITY WARRANTS IN THE AMOUNT OF $1,320,137.83; ONLINE PAYMENTS IN THE AMOUNT OF $ 94,354.60; VOIDS IN THE AMOUNT OF ($18,862.37); PAYROLL IN THE AMOUNT OF $ 1,195,998.54**

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

Executive Summary
Prepaid Warrants:
Warrant # 323078-323099, 323165-323167, **$92,350.40**
ACH: **$67,920.25**

General City Warrants
Warrant # 323100-323164, **$322,798.65**
ACH: **$997,339.18**
Voids: **($18,862.37)**

Online Payments: **$94,354.60**

Payroll Period Ending 2/27/2026: **$1,195,998.54**

Total: **$2,751,899.25**

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
Attachment No. 6 - Voids

City of South Pasadena
Demand/Warrant Register

Recap by fund	**Fund No.**	**Date** 3/18/2026 **Amounts**	
		Prepaid	**Written**
General Fund	101	90,414.61	214,563.68
Insurance Fund	103	-	-
Street Improvement Program	104	-	-
Technology Surcharge Fund	106	-	-
Facilities & Equip.Cap. Fund	105	-	-
Programs and Projects	107	-	-
Special Projects Fund	116	-	-
Vehicle Replacement Fund	120	-	-
Tree Replacement	121	-	-
Local Transit Return "A"	205	-	4,355.00
SLFRF Fund	206	-	-
Local Transit Return "C"	207	-	-
TEA/Metro	208	-	-
Sewer Fund	210	1,835.02	168.73
CTC Traffic Improvement	211	-	-
SB2 Planning Grant	213	-	-
Rogan HR5294 Grant	214	-	-
Street Lighting Fund	215	-	41.18
Public, Education & Govt Fund	217	-	-
Clean Air Act Fund	218	-	-
Business Improvement Tax	220	-	-
Gold Line Mitigation Fund	223	-	-
Mission Meridian Public Garage	226	-	-
Housing Authority Fund	228	-	-
State Gas Tax	230	4,223.20	9,043.13
County Park Bond Fund	232	-	-
Measure R	233	-	-
Measure M	236	-	-
Road Maint & Rehab (SB1)	237	-	-
MSRC Grant Fund	238	-	-
Measure W	239	24,335.12	-
Measure H	241	-	-
Prop C Exchange Fund	242	-	-
Reimbursable Grant Fund	244	-	-
Bike & Pedestrian Paths	245	-	-
BTA Grants	248	-	-
Golden Street Grant	249	-	-
Affordable Housing Trust Fund	254	-	-
Capital Growth Fund	255	-	-
CDBG	260	-	12,586.00
OTS Grant	269	-	360.89
Asset Forfeiture	270	-	-
Police Grants - State	272	-	-
Homeland Security Grant	274	-	-
Park Impact Fees	275	-	-
Historic Preservation Grant	276	-	-
HSIP Grant	277	-	-
Arroyo Seco Golf Course	295	-	-
State SR 710 LATIP	297	-	-
Sewer Capital Projects Fund	310	-	-
400 Capital Improvement Program	400	-	376,135.60
Water Fund	500	903.22	48,839.87
Water Efficiency Fund	503	-	-
2016 Water Revenue Bonds Fund	505	-	654,043.75
SRF Loan - Water	506	-	-
Water & Sewer Impact Fee	510	-	-
Public Financing Authority	550	33,150.37	-
Payroll Clearing Fund	700	5,409.11	-
			-
	Column Totals:	160,270.65	1,320,137.83

City Report Totals:	1,480,408.48
Payroll Period Ending 2/27/2026	1,195,998.54
Online Payments	94,354.60
Voids	(18,862.37)
Grand Report Total:	**2,751,899.25**

Sheila Rossi, Mayor

William Castrillon, Budget & Purchasing Manager

Nikima Newsome, Chief City Clerk

Accounts Payable

Check Detail

User: tfernandez
Printed: 03/10/2026 - 9:07AM

Check Number	Check Date	Amount
AT&T5011 - AT&T		
323078	02/26/2026	
Inv 33184107563432		
Line Item Date	Line Item Description	
02/07/2026	2/7-3/6/26 AN 331 841-0756 343 2 FEB2026	31.76
Inv 33184107563432 Total		31.76
Inv 33184108023436		
Line Item Date	Line Item Description	
02/07/2026	2/7-3/6/26 AN 331 841-0802 343 6 FEB2026	31.76
Inv 33184108023436 Total		31.76
323078 Total:		63.52
AT&T5011 - AT&T Total:		63.52
ATTE2011 - AT&T DW Holdings, Inc		
323079	02/26/2026	
Inv 1016862111		
Line Item Date	Line Item Description	
02/07/2026	AN 831-001-4896 776 FEB2026 ADI Internet Circuit 1414 Mission	4,968.27
Inv 1016862111 Total		4,968.27
Inv 1026862119		
Line Item Date	Line Item Description	
02/07/2026	AN 831-001-5489 449 FEB2026 ADI Internet Circuit 1414 Mission	724.07
Inv 1026862119 Total		724.07
323079 Total:		5,692.34
ATTE2011 - AT&T DW Holdings, Inc Total:		5,692.34
CIN4011 - AT&T Mobility		
323080	02/26/2026	
Inv 287288006612X02		
Line Item Date	Line Item Description	

Check Number	Check Date		Amount
	02/02/2026	AN 287288006612 1/3-2/2/26 Mobile Devices Srv JAN2026	3,784.65
	Inv 287288006612X02 Total		3,784.65
	Inv 287288006612X12		
	Line Item Date	Line Item Description	
	12/02/2025	AN 287288006612 11/3-12/2/25 Mobile Devices Srv NOV2025	3,608.73
	Inv 287288006612X12 Total		3,608.73
	Inv 287312118886X02		
	Line Item Date	Line Item Description	
	12/02/2025	AN 287312118886 1/3-2/2/26 First Responders Mobile Devices JAI	2,822.68
	Inv 287312118886X02 Total		2,822.68
	Inv 287312118886X12		
	Line Item Date	Line Item Description	
	12/02/2025	AN 287312118886 11/3-12/2/25 First Respond Mobile Devices NO'	2,820.55
	Inv 287312118886X12 Total		2,820.55
	Inv 287351491376X12		
	Line Item Date	Line Item Description	
	12/06/2025	AN 287351491376 11/7-12/6/25 6264979186	69.90
	Inv 287351491376X12 Total		69.90
323080 Total:			13,106.51
CIN4011 - AT&T Mobility Total:			13,106.51
CLAPW101 - County of Los Angeles			
323081	02/26/2026		
	Inv SA260000221		
	Line Item Date	Line Item Description	
	11/20/2025	7/1/24 - 6/30/25 catch basin trash insert maintenence	574.29
	Inv SA260000221 Total		574.29
323081 Total:			574.29
CLAPW101 - County of Los Angeles Total:			574.29
Total:			19,436.66

Accounts Payable

Check Detail

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Check Number	Check Date	Amount
AFLA7010 - AFLAC		
0	03/05/2026	
Inv 156743		
Line Item Date	Line Item Description	
02/23/2026	Payment for Employee Optional Insurance - February 2026	693.35
Inv 156743 Total		693.35
0 Total:		693.35
AFLA7010 - AFLAC Total:		693.35
AT&T5006 - AT&T		
323082	03/05/2026	
Inv 130464796		
Line Item Date	Line Item Description	
02/17/2026	AN 130464796 Serv 2/18 - 3/17	149.09
Inv 130464796 Total		149.09
323082 Total:		149.09
AT&T5006 - AT&T Total:		149.09
AT&T5011 - AT&T		
323083	03/05/2026	
Inv 62644164973570		
Line Item Date	Line Item Description	
02/13/2026	AN 626 441-6497 357 0 Serv 2/13-3/12	19.84
Inv 62644164973570 Total		19.84
323083 Total:		19.84
AT&T5011 - AT&T Total:		19.84
ATCN9011 - AT&T		
323084	03/05/2026	

Inv 000024838639

Line Item Date	Line Item Description	
02/20/2026	BAN 9391081369 Serv 1/20 - 2/19	85.95

Inv 000024838639 Total 85.95

Inv 24838313

Line Item Date	Line Item Description	
02/20/2026	BAN 9391062308 Serv 1-20 -2/19	14,709.00

Inv 24838313 Total 14,709.00

323084 Total: 14,794.95

ATCN9011 - AT&T Total: 14,794.95

AUTOCSPC - Echeveria, Jose

323089 03/05/2026

Inv 10090

Line Item Date	Line Item Description	
07/23/2025	Repairs for Streets Division Vehicle	888.40

Inv 10090 Total 888.40

Inv 10170

Line Item Date	Line Item Description	
07/23/2025	Repairs for Sewer CCTV Van	1,835.02

Inv 10170 Total 1,835.02

323089 Total: 2,723.42

AUTOCSPC - Echeveria, Jose Total: 2,723.42

CIN4011 - AT&T Mobility

323085 03/05/2026

Inv 287351491376

Line Item Date	Line Item Description	
02/06/2026	AN 287351491376X02142026 Internet Serv at PW from 2/7-3/5	69.92

Inv 287351491376 Total 69.92

323085 Total: 69.92

CIN4011 - AT&T Mobility Total: 69.92

CLAP8180 - County of Los Angeles

Check Number	Check Date		Amount
323086	03/05/2026		
Inv	REPW26020904510		
Line Item Date		Line Item Description	
02/09/2026		FY25-26 Orange Grove Ave Traffic Striping	3,334.80
Inv REPW26020904510 Total			3,334.80
323086 Total:			3,334.80
CLAP8180 - County of Los Angeles Total:			3,334.80
CLAPW101 - County of Los Angeles			
323087	03/05/2026		
Inv	SA260000220		
Line Item Date		Line Item Description	
02/25/2026		FY24-25 Catch Basin Cleanout	23,760.83
Inv SA260000220 Total			23,760.83
323087 Total:			23,760.83
CLAPW101 - County of Los Angeles Total:			23,760.83
COBR7131 - The Advantage Group			
0	03/05/2026		
Inv	March 2026		
Line Item Date		Line Item Description	
02/23/2026		HRA Admin Reimbursement for March 2026	23,613.89
Inv March 2026 Total			23,613.89
0 Total:			23,613.89
COBR7131 - The Advantage Group Total:			23,613.89
DAVPRTYR - David's Party Rentals			
323088	03/05/2026		
Inv	O13297-DEP		
Line Item Date		Line Item Description	
03/02/2026		Tubs of Fun, Purpose Express Train, Swing Chair Ride for 3/28/26	2,295.00
Inv O13297-DEP Total			2,295.00
323088 Total:			2,295.00
DAVPRTYR - David's Party Rentals Total:			2,295.00

Check Number	Check Date	Amount

GRTE2011 - Granite Telecommunications, LLC

0 03/05/2026

Inv 732305961

Line Item Date	Line Item Description	
02/01/2026	Monthly Services fo EPIK - February 2026	1,197.75
Inv 732305961 Total		1,197.75
0 Total:		1,197.75
GRTE2011 - Granite Telecommunications, LLC Total:		1,197.75

HOOPLA - HOOPLA! INC

323090 03/05/2026

Inv 1017

Line Item Date	Line Item Description	
03/02/2026	chair rental for eggstravaganza 3.28.26	173.55
Inv 1017 Total		173.55
323090 Total:		173.55
HOOPLA - HOOPLA! INC Total:		173.55

MUTOMAHA - Mutual of Omaha Insurance Company

323091 03/05/2026

Inv 002046329788

Line Item Date	Line Item Description	
02/12/2026	Life & AD&D Insurance for March 2026	3,077.35
Inv 002046329788 Total		3,077.35
323091 Total:		3,077.35
MUTOMAHA - Mutual of Omaha Insurance Company Total:		3,077.35

PITBOWES - PITNEY BOWES INC

323092 03/05/2026

Inv 1028919812

Line Item Date	Line Item Description	
02/05/2026	AN 0010306986 Everyday Cleaning Pack	60.10
Inv 1028919812 Total		60.10
323092 Total:		60.10

PITBOWES - PITNEY BOWES INC Total: 60.10

PYROSPEC - Pyro Spectaculars, Inc.

323093 03/05/2026

Inv SO49994DEP

Line Item Date	Line Item Description	
03/02/2026	Special Fireworks Display for Annual 4th of July Show 2026	20,620.00

Inv SO49994DEP Total 20,620.00

323093 Total: 20,620.00

PYROSPEC - Pyro Spectaculars, Inc. Total: 20,620.00

SAN4958 - San Marino Security System, Inc.

323094 03/05/2026

Inv 66939

Line Item Date	Line Item Description	
02/26/2026	Smoke detector replacement for ladies restroom at EddieParkHouse	200.00

Inv 66939 Total 200.00

323094 Total: 200.00

SAN4958 - San Marino Security System, Inc. Total: 200.00

TIM4011 - Charter Communications Holdings, LLC

0 03/05/2026

Inv 187633401021426

Line Item Date	Line Item Description	
02/14/2026	AN 187633401 PD Serv 2/16 - 3/15	407.34

Inv 187633401021426 Total 407.34

Inv 187633501022126

Line Item Date	Line Item Description	
02/21/2026	AN 187633501 1414 Mission Street Ser 2/26 -3/25	3,941.72

Inv 187633501022126 Total 3,941.72

Inv 188597901030126

Line Item Date	Line Item Description	
03/01/2026	AN 188597901 416 Garfield Serv 2/2 - 4/1	967.87

Inv 188597901030126 Total 967.87

Inv 188598001030126

Line Item Date	Line Item Description

	03/01/2026	AN 188598001 660 Stoney Dr Serv 2/1 - 3/31	177.90
	Inv 188598001030126 Total		177.90
	Inv 188598401030126		
	Line Item Date	Line Item Description	
	03/01/2026	AN 188598401 815 Mission St Serv 2/5-4/4	262.95
	Inv 188598401030126 Total		262.95
	Inv 188598501022126		
	Line Item Date	Line Item Description	
	02/21/2026	AN 188598501 Sr Ctr 1102 Oxley St 2/22 - 3/21/26	270.90
	Inv 188598501022126 Total		270.90
	Inv 188598901030126		
	Line Item Date	Line Item Description	
	03/01/2026	AN 188598901 1414 Mission St Serv 2/2-4/1	132.35
	Inv 188598901030126 Total		132.35
0 Total:			6,161.03
TIM4011 - Charter Communications Holdings, LLC Total:			6,161.03
TMOB4010 - T-Mobile			
323095	03/05/2026		
	Inv 988212311		
	Line Item Date	Line Item Description	
	02/21/2026	AN 988212311 Serv 1/21 - 2/20	616.12
	Inv 988212311 Total		616.12
323095 Total:			616.12
TMOB4010 - T-Mobile Total:			616.12
VERW6711 - Verizon Wireless			
323096	03/05/2026		
	Inv 6134513482		
	Line Item Date	Line Item Description	
	02/18/2026	AN 270619951-00004 Serv 12/21 - 1/26	503.92
	Inv 6134513482 Total		503.92
323096 Total:			503.92

Check Number	Check Date		Amount
VERW6711 - Verizon Wireless Total:			503.92
WLHD8020 - Westlake Hardware			
0	03/05/2026		
Inv 14306330			
Line Item Date	Line Item Description		
12/08/2025	Building Maintenance		121.53
Inv 14306330 Total			121.53
Inv 14306531			
Line Item Date	Line Item Description		
02/12/2026	Supplies for Water Distribution		105.14
Inv 14306531 Total			105.14
Inv 14306534			
Line Item Date	Line Item Description		
02/13/2026	Supplies for Water Distribution		733.28
Inv 14306534 Total			733.28
Inv 14306536			
Line Item Date	Line Item Description		
02/13/2026	Supplies for Water Distribution		64.80
Inv 14306536 Total			64.80
0 Total:			1,024.75
WLHD8020 - Westlake Hardware Total:			1,024.75
Total:			105,089.66

Accounts Payable

Check Detail

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Check Number	Check Date	Amount
ADGROSSI - Grossi, Addie		
323099	03/09/2026	
Inv 00430967		
Line Item Date	Line Item Description	
12/01/2025	Parking permit senior rate difference refund	28.84
Inv 00430967 Total		28.84
323099 Total:		28.84
ADGROSSI - Grossi, Addie Total:		28.84
FED1109 - FedEx		
323098	03/09/2026	
Inv 9-176-18430		
Line Item Date	Line Item Description	
02/13/2026	PD Postage	13.25
Inv 9-176-18430 Total		13.25
323098 Total:		13.25
FED1109 - FedEx Total:		13.25
MBRENNAN - BRENNAN, MICHAEL		
323097	03/09/2026	
Inv 288128130		
Line Item Date	Line Item Description	
12/15/2025	Citation dismissed through a hearing process	50.00
Inv 288128130 Total		50.00
323097 Total:		50.00
MBRENNAN - BRENNAN, MICHAEL Total:		50.00
WFBK1020 - Computershare Trust Company, N.A.		
0	03/09/2026	

Check Number	Check Date		Amount
Inv	SOPASAWTR2013		
Line Item Date		Line Item Description	
02/26/2026		SOPASAWTR2013 So Pas Water Rev Ref 3/13 Fast Bond due 3/11/	-943.39
02/26/2026		SOPASAWTR2013 So Pas Water Rev Ref 3/13 Fast Bond due 3/11/	34,093.76
Inv SOPASAWTR2013 Total			33,150.37
0 Total:			33,150.37
WFBK1020 - Computershare Trust Company, N.A. Total:			33,150.37
Total:			33,242.46

Accounts Payable

Check Detail

User: tfernandez
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Check Number	Check Date	Amount
DTV5012 - DIRECTV		
323165	03/09/2026	
Inv 68653046X260301		
Line Item Date	Line Item Description	
03/01/2026	AN 068653046 2/28-3/27/26 Cable Services for EOC	114.25
Inv 68653046X260301 Total		114.25
323165 Total:		114.25
DTV5012 - DIRECTV Total:		114.25
FRNCPOST - FRANCOTYP-POSTALIA, INC.		
323166	03/09/2026	
Inv RI107054232		
Line Item Date	Line Item Description	
01/31/2026	FP Mailing Solutions Lease	218.51
Inv RI107054232 Total		218.51
323166 Total:		218.51
FRNCPOST - FRANCOTYP-POSTALIA, INC. Total:		218.51
Total:		332.76

Accounts Payable

Check Detail

User: tfernandez
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Check Number	Check Date	Amount
PARS3011 - Phase II Systems a California Corporation		
0	03/09/2026	
Inv PR 02.27.2026		
Line Item Date	Line Item Description	
02/26/2026	PR Batch 22726.02.2026 PARS Employer Contribution	530.71
02/26/2026	PR Batch 22726.02.2026 PARS Employee Contribution	127.65
02/26/2026	PR Batch 22726.02.2026 PARS Employee Contribution	48.19
02/26/2026	PR Batch 22726.02.2026 PARS Employee Contribution	95.70
02/26/2026	PR Batch 22726.02.2026 PARS Employee Contribution	259.16
Inv PR 02.27.2026 Total		1,061.41
0 Total:		1,061.41
PARS3011 - Phase II Systems a California Corporation Total:		1,061.41
SCFT0001 - Franchise Tax Board		
323167	03/09/2026	
Inv PR 02.27.2026		
Line Item Date	Line Item Description	
02/26/2026	PR Batch 22726.02.2026 Garnishment -Christiana Case #11025452(	90.00
Inv PR 02.27.2026 Total		90.00
323167 Total:		90.00
SCFT0001 - Franchise Tax Board Total:		90.00
SSDV2018 - Sandoval, Sheila		
0	03/09/2026	
Inv PR 02.27.2026		
Line Item Date	Line Item Description	
02/26/2026	PR Batch 22726.02.2026 Sandoval - Garnishment	61.67
02/26/2026	PR Batch 22726.02.2026 Garnishment - Sandoval	956.03
Inv PR 02.27.2026 Total		1,017.70
0 Total:		1,017.70

Check Number	Check Date	Amount
SSDV2018 - Sandoval, Sheila Total:		1,017.70
Total:		2,169.11

Accounts Payable

Check Detail

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Check Number	Check Date	Amount
ACMT2920 - All City Management Services, Inc.		
323103	03/09/2026	
Inv PS-INV103995		
Line Item Date	Line Item Description	
02/20/2026	2/1-2/14/2026 School Crossing Guard Services	12,157.62
Inv PS-INV103995 Total		12,157.62
323103 Total:		12,157.62
ACMT2920 - All City Management Services, Inc. Total:		12,157.62
ACTM3010 - Robert Half International, Inc.		
0	03/09/2026	
Inv 0251339C		
Line Item Date	Line Item Description	
01/09/2026	PE 12/5/2025 ART Staffing Services PW Mgmt Assistant	392.70
01/09/2026	PE 12/5/2025 ART Staffing Services PW Mgmt Assistant	35.70
01/09/2026	PE 12/5/2025 ART Staffing Services PW Mgmt Assistant	142.80
01/09/2026	PE 12/5/2025 ART Staffing Services PW Mgmt Assistant	142.80
Inv 0251339C Total		714.00
Inv 65933995		
Line Item Date	Line Item Description	
02/23/2026	Accounts Payable Specialists Staffing FEB2026	867.78
02/23/2026	WE 2/20/26 HL AP Specialist Services	72.31
02/23/2026	WE 2/20/26 HL AP Specialist Services	506.21
Inv 65933995 Total		1,446.30
Inv 65957559		
Line Item Date	Line Item Description	
03/02/2026	WE 2/27/26 HL AP Specialist Services	674.94
03/02/2026	WE 2/27/26 HL AP Specialist Services	1,157.04
03/02/2026	WE 2/27/26 HL AP Specialist Services	96.42
Inv 65957559 Total		1,928.40
0 Total:		4,088.70

Check Number	Check Date		Amount
ACTM3010 - Robert Half International, Inc. Total:			4,088.70
ADHA6116 - Herrera, Adam			
323134	03/09/2026		
Inv	2/16/2026		
Line Item Date	Line Item Description		
02/16/2026	A. Herrera mileage for 2/16/6 city building walkthrough FY25-26		41.18
Inv 2/16/2026 Total			41.18
Inv	2/18/2026		
Line Item Date	Line Item Description		
02/18/2026	Adam Herrera mileage for 2/18/6 downed tree callout FY25-26		41.18
Inv 2/18/2026 Total			41.18
323134 Total:			82.36
ADHA6116 - Herrera, Adam Total:			82.36
AIS0107 - Alliant Insurance Services, Inc.			
0	03/09/2026		
Inv	2025Q3 Sp.Event		
Line Item Date	Line Item Description		
02/27/2026	Special Event Quarter 3 Reporting for 2025 7/1/25-9/30/25		1,529.03
Inv 2025Q3 Sp.Event Total			1,529.03
Inv	2025Q4 Sp.Event		
Line Item Date	Line Item Description		
02/27/2026	Special Event Quarter 4 Reporting for 2025 10/01/25-12/31/25		87.00
Inv 2025Q4 Sp.Event Total			87.00
0 Total:			1,616.03
AIS0107 - Alliant Insurance Services, Inc. Total:			1,616.03
ALCOPRO - AlcoPro, Inc			
0	03/09/2026		
Inv	0305805-IN		
Line Item Date	Line Item Description		
02/27/2026	DUI Equipment		360.89
Inv 0305805-IN Total			360.89
0 Total:			360.89

ALCOPRO - AlcoPro, Inc Total: 360.89

ALH0179 - Alhambra Car Wash

323102 03/09/2026

Inv December 2025

Line Item Date	Line Item Description	
01/10/2026	PD Vehicle Maintenance	128.00

Inv December 2025 Total 128.00

Inv January 2026

Line Item Date	Line Item Description	
02/11/2026	PD Vehicle Maintenance	144.00

Inv January 2026 Total 144.00

323102 Total: 272.00

ALH0179 - Alhambra Car Wash Total: 272.00

ALL0197 - All Star Fire Equipment, Inc.

323104 03/09/2026

Inv 270305

Line Item Date	Line Item Description	
02/02/2026	Safety Clothing / Equipment Add Amendment 2/4/26 HL	50.00

Inv 270305 Total 50.00

Inv 270538

Line Item Date	Line Item Description	
02/12/2026	Safety Clothing / Equipment Add Amendment 2/4/26 HL	1,845.85

Inv 270538 Total 1,845.85

Inv 270587

Line Item Date	Line Item Description	
02/17/2026	Safety Clothing / Equipment Add Amendment 2/4/26 HL	800.00

Inv 270587 Total 800.00

323104 Total: 2,695.85

ALL0197 - All Star Fire Equipment, Inc. Total: 2,695.85

ALMI8032 - Minaeva, Alessia

323142 03/09/2026

Inv Salsa-Feb. 26

Line Item Date	Line Item Description	
02/25/2026	Contract ClassInstructor Payment Salsa Feb. 26	104.00

Inv Salsa-Feb. 26 Total 104.00

Inv Waltz-Feb. 26

Line Item Date	Line Item Description	
02/25/2026	Contract ClassInstructor Payment Waltz Feb. 26	78.00

Inv Waltz-Feb. 26 Total 78.00

323142 Total: 182.00

ALMI8032 - Minaeva, Alessia Total: 182.00

AMAZONCP - Amazon Capital Services, Inc.

0 03/09/2026

Inv 13WK-RY1F-YRY7

Line Item Date	Line Item Description	
02/18/2026	Books for Library Collection	18.04

Inv 13WK-RY1F-YRY7 Total 18.04

Inv 1619-TXYQ-743Y

Line Item Date	Line Item Description	
02/17/2026	PD Equipment Maintenance	167.78

Inv 1619-TXYQ-743Y Total 167.78

Inv 16JM-7YYQ-YVXR

Line Item Date	Line Item Description	
02/21/2026	sewing pins, bamboo dowel rods	19.34

Inv 16JM-7YYQ-YVXR Total 19.34

Inv 1CF9-MD13-4Y19

Line Item Date	Line Item Description	
02/18/2026	commision name plate	27.28

Inv 1CF9-MD13-4Y19 Total 27.28

Inv 1FYT-HXVH-MFTW

Line Item Date	Line Item Description	
02/25/2026	Office Supplies	134.62

Inv 1FYT-HXVH-MFTW Total 134.62

Inv 1H4L-7W67-JTTX

Line Item Date	Line Item Description

	02/13/2026	Books for Library Collection	156.95
Inv 1H4L-7W67-JTTX Total			156.95
Inv 1HJW-F49Q-GR4C			
Line Item Date	Line Item Description		
02/16/2026	Books for Library Collection		48.01
Inv 1HJW-F49Q-GR4C Total			48.01
Inv 1L1F-QHVL-1X14			
Line Item Date	Line Item Description		
02/18/2026	large print computer keyboards		42.74
Inv 1L1F-QHVL-1X14 Total			42.74
Inv 1Q6Q-CWLM-TFVM			
Line Item Date	Line Item Description		
02/20/2026	PD Equipment Maintenance		10.36
Inv 1Q6Q-CWLM-TFVM Total			10.36
Inv 1TJ1-1LPM-LQVC			
Line Item Date	Line Item Description		
02/03/2026	supplies for water production FY25-26		38.82
Inv 1TJ1-1LPM-LQVC Total			38.82
Inv 1VG6-GTQ7-F6GM			
Line Item Date	Line Item Description		
02/11/2026	Office Supplies		61.55
Inv 1VG6-GTQ7-F6GM Total			61.55
Inv 1VQ3-RXR4-J1HV			
Line Item Date	Line Item Description		
02/20/2026	Senior Center activity supplies		71.34
Inv 1VQ3-RXR4-J1HV Total			71.34
0 Total:			796.83
AMAZONCP - Amazon Capital Services, Inc. Total:			796.83
AMPM5011 - AMPM Door, Inc.			
0	03/09/2026		
Inv 67787			
Line Item Date	Line Item Description		
12/29/2025	PD Equipment Maintenance		488.97

Inv 67787 Total		488.97
0 Total:		488.97
AMPM5011 - AMPM Door, Inc. Total:		488.97

AMTIR4 - The Reinalt-Thomas Corporation DBA

323161 03/09/2026

Inv 5063120536

Line Item Date	Line Item Description	
02/20/2026	PD Vehicle Maintenance	1,288.09
Inv 5063120536 Total		1,288.09

Inv 5063923206

Line Item Date	Line Item Description	
02/27/2026	PD Vehicle Maintenance	322.03
Inv 5063923206 Total		322.03

Inv 5064123523

Line Item Date	Line Item Description	
03/02/2026	PD Vehicle Maintenance	644.05
Inv 5064123523 Total		644.05

Inv 5064167518

Line Item Date	Line Item Description	
03/02/2026	PD Vehicle Maintenance	1,341.90
Inv 5064167518 Total		1,341.90
323161 Total:		3,596.07
AMTIR4 - The Reinalt-Thomas Corporation DBA Total:		3,596.07

ANGY8030 - Grady, Anthony Q.

323129 03/09/2026

Inv JUJIT Winter 26

Line Item Date	Line Item Description	
02/24/2026	Contract class instructor payment for Ju Jitsu Winter 2026	214.50
Inv JUJIT Winter 26 Total		214.50
323129 Total:		214.50
ANGY8030 - Grady, Anthony Q. Total:		214.50

ANTLAGRP - Annealta Group

323105 03/09/2026

Inv 497-3723

Line Item Date	Line Item Description	
01/09/2026	CIP management, IS/MND monitoring, and project coord (Dec 2025	3,487.50
Inv 497-3723 Total		3,487.50

Inv 497-3724

Line Item Date	Line Item Description	
01/09/2026	Street, striping, and sidewalk CIP coord. & contrct dev (Dec 25)	2,531.25
Inv 497-3724 Total		2,531.25

Inv 497-3725

Line Item Date	Line Item Description	
01/09/2026	CIP spreadsheet, coord & project management support (Jan 2026)	843.75
Inv 497-3725 Total		843.75

Inv 497-3726

Line Item Date	Line Item Description	
01/09/2026	Sewer CIP coord, contract dev, and project management (Dec 2025)	1,462.50
Inv 497-3726 Total		1,462.50

Inv 497-3741

Line Item Date	Line Item Description	
02/02/2026	CIP management, IS/MND monitoring, and project coord (Jan 2026)	1,237.50
Inv 497-3741 Total		1,237.50

Inv 497-3743

Line Item Date	Line Item Description	
02/02/2026	PW Admin & Eng Services (TO#3) - CIP spreadsheet, coordination	506.25
Inv 497-3743 Total		506.25

Inv 497-3744

Line Item Date	Line Item Description	
02/02/2026	Street, striping, & sidewalk CIP coord and contract dev (Jan 26)	1,462.50
Inv 497-3744 Total		1,462.50

323105 Total: 11,531.25

ANTLAGRP - Annealta Group Total: 11,531.25

ATLRR816 - Atkinson, Andelson, Loya, Rudd & Romo

Check Number	Check Date		Amount
0	03/09/2026		
Inv 778720			
Line Item Date	Line Item Description		
01/31/2026	Personnel Matters - January 2026		112.88
Inv 778720 Total			112.88
0 Total:			112.88
ATLRR816 - Atkinson, Andelson, Loya, Rudd & Romo Total:			112.88
AUTOCSPC - Echeveria, Jose			
323121	03/09/2026		
Inv 12881			
Line Item Date	Line Item Description		
07/23/2026	Repairs for Streets Div. Vehicle that was invloved in accident		7,083.66
Inv 12881 Total			7,083.66
323121 Total:			7,083.66
AUTOCSPC - Echeveria, Jose Total:			7,083.66
BARALPW - Barrera, Alejandro			
323107	03/09/2026		
Inv 2.2.26-2.6.26			
Line Item Date	Line Item Description		
02/05/2026	Irrigation Training for Alex Barrera		1,130.00
Inv 2.2.26-2.6.26 Total			1,130.00
323107 Total:			1,130.00
BARALPW - Barrera, Alejandro Total:			1,130.00
BNYM6712 - The Bank of New York Mellon Trust Company, N.A.			
0	03/09/2026		
Inv SOPASAWTR16			
Line Item Date	Line Item Description		
03/03/2026	Loan# SOPASAWTR16 2016 Water Revenue Refund Bonds due 4/1		654,043.75
Inv SOPASAWTR16 Total			654,043.75
0 Total:			654,043.75
BNYM6712 - The Bank of New York Mellon Trust Company, N.A. Total:			654,043.75

Check Number	Check Date		Amount
CAL5236 - Dy-Dee Services of Pasadena, Inc.			
323120	03/09/2026		
Inv 2565709			
Line Item Date	Line Item Description		
02/12/2026	Linen & Cleaning Services FY25-26		92.56
Inv 2565709 Total			92.56
Inv 2569340			
Line Item Date	Line Item Description		
02/19/2026	Linen & Cleaning Services FY25-26		100.99
Inv 2569340 Total			100.99
323120 Total:			193.55
CAL5236 - Dy-Dee Services of Pasadena, Inc. Total:			193.55
CAN0607 - Cantu Graphics Inc.			
323110	03/09/2026		
Inv 65406-2			
Line Item Date	Line Item Description		
02/19/2026	Business Card-Tatianna		44.14
Inv 65406-2 Total			44.14
Inv 65406-3			
Line Item Date	Line Item Description		
02/19/2026	Public Works Business Cards		176.58
Inv 65406-3 Total			176.58
323110 Total:			220.72
CAN0607 - Cantu Graphics Inc. Total:			220.72
CDAVILA - Davila, Cristofer			
0	03/09/2026		
Inv CD 3/26			
Line Item Date	Line Item Description		
03/03/2026	Reimb YMCA MAR 2026		55.00
Inv CD 3/26 Total			55.00
0 Total:			55.00

CDAVILA - Davila, Cristofer Total: 55.00

CDW5246 - CDW Government LLC

0 03/09/2026

Inv AI15N4K

Line Item Date	Line Item Description	
02/19/2026	AutoCAD Subscription	1,621.71

Inv AI15N4K Total 1,621.71

0 Total: 1,621.71

CDW5246 - CDW Government LLC Total: 1,621.71

CGUSA - Compass Group USA, Inc.

323116 03/09/2026

Inv SOC312169

Line Item Date	Line Item Description	
02/13/2026	Coffee Supplies & Monthly Servicing FY25-26	275.44

Inv SOC312169 Total 275.44

323116 Total: 275.44

CGUSA - Compass Group USA, Inc. Total: 275.44

CINTAS - Cintas Corporation

323112 03/09/2026

Inv 5311437307

Line Item Date	Line Item Description	
01/06/2026	FirstAid Kit 1102 Oxley for Jan 2026	19.04

Inv 5311437307 Total 19.04

Inv 5315436507

Line Item Date	Line Item Description	
01/29/2026	FirstAid Kit at 1102 Oxley for Feb 2026	8.32

Inv 5315436507 Total 8.32

Inv 8408037581

Line Item Date	Line Item Description	
01/09/2026	FirstAid Kit Replenishment at City Facilities for Jan 2026	531.65

Inv 8408037581 Total 531.65

Inv 8408037582

Line Item Date	Line Item Description

	01/09/2026	FirstAid Kit 815 Mission for January 2026	26.84
	Inv 8408037582 Total		26.84
323112 Total:			585.85
CINTAS - Cintas Corporation Total:			585.85

CITI1021 - Cities Digital Inc.

323113 03/09/2026

Inv 66062

Line Item Date	Line Item Description	
02/23/2026	Laserfiche Annual Maintenance and Subscription	10,286.33
Inv 66062 Total		10,286.33
323113 Total:		10,286.33
CITI1021 - Cities Digital Inc. Total:		10,286.33

CLLA6749 - CliftonLarsonAllen LLP

323115 03/09/2026

Inv L261074454

Line Item Date	Line Item Description	
02/18/2026	Single Audit YE 6/30/2025	1,611.05
02/18/2026	Single Audit YE 6/30/2025	1,260.70
Inv L261074454 Total		2,871.75
323115 Total:		2,871.75
CLLA6749 - CliftonLarsonAllen LLP Total:		2,871.75

CMYTRANG - TRANG, CYNDI MY

323162 03/09/2026

Inv ACCT# 17533

Line Item Date	Line Item Description	
02/23/2026	Refund Closed Water Acct# 17533 Bill 2/23/2026	30.25
Inv ACCT# 17533 Total		30.25
323162 Total:		30.25
CMYTRANG - TRANG, CYNDI MY Total:		30.25

CONVERGT - DG Investment Intermediate Holdings 2, Inc

Check Number	Check Date	Amount
0	03/09/2026	
Inv	IN00422280	
Line Item Date	Line Item Description	
12/16/2025	Library Access Control System and security camera installation.	34,205.02
12/16/2025	Library Access Control System and security camera installation	34,205.02
Inv IN00422280 Total		68,410.04
Inv	IN00433179	
Line Item Date	Line Item Description	
01/16/2026	Library Access Control System and security camera installallatio	5,532.46
01/16/2026	Library Access Control System and security camera installation.	5,532.46
Inv IN00433179 Total		11,064.92
0 Total:		79,474.96
CONVERGT - DG Investment Intermediate Holdings 2, Inc Total:		79,474.96
CONYEE - Yee, Connie		
0	03/09/2026	
Inv	Feb26FF	
Line Item Date	Line Item Description	
02/27/2026	Feb26 Functional Fitness-Contract Class Instructor	1,080.00
Inv Feb26FF Total		1,080.00
Inv	Feb2TBS	
Line Item Date	Line Item Description	
02/27/2026	Feb26 Total Body Sculpting-Contract Class Instructor	212.55
Inv Feb2TBS Total		212.55
0 Total:		1,292.55
CONYEE - Yee, Connie Total:		1,292.55
COR7788 - Cornforth, Robert Darren		
0	03/09/2026	
Inv	TennisAInterW26	
Line Item Date	Line Item Description	
02/25/2026	Contract Class Instructor Payment Tennis Adult Intermediate W26	702.00
Inv TennisAInterW26 Total		702.00
Inv	TennisYBeginW26	
Line Item Date	Line Item Description	
02/25/2026	Contract Class Instructor Payment Tennis Youth Beginner W26	468.00

Inv TennisYBeginW26 Total 468.00

Inv TennisYInterW26

Line Item Date	Line Item Description	
02/25/2026	Contract Class Instructor Payment Tennis Youth Intermediate W26	546.00

Inv TennisYInterW26 Total 546.00

0 Total: 1,716.00

COR7788 - Cornforth, Robert Darren Total: 1,716.00

CRHY8067 - Hartney, Corey P.

0 03/09/2026

Inv INVFEB26

Line Item Date	Line Item Description	
02/24/2026	Contract class instructor payment for Basketball 101- Feb. 2026	273.00

Inv INVFEB26 Total 273.00

0 Total: 273.00

CRHY8067 - Hartney, Corey P. Total: 273.00

CRSGRUND - Gruenewald, Christopher

323131 03/09/2026

Inv 02/12/2026

Line Item Date	Line Item Description	
02/25/2026	Christopher Gruenewald swat school training reimbursement	82.45

Inv 02/12/2026 Total 82.45

323131 Total: 82.45

CRSGRUND - Gruenewald, Christopher Total: 82.45

DABN8267 - Bohan, Diana 101-8030-8021-8267-000

0 03/09/2026

Inv Feb26Yoga

Line Item Date	Line Item Description	
02/26/2026	February Yoga-Contract Class Instructor	475.20

Inv Feb26Yoga Total 475.20

0 Total: 475.20

DABN8267 - Bohan, Diana Total: 475.20

DBAR3011 - Brink's Incorporated

0 03/09/2026

Inv 13158012

Line Item Date	Line Item Description	
03/01/2026	MAR 2026 Transportation Services	2,395.44

Inv 13158012 Total 2,395.44

Inv 8397446

Line Item Date	Line Item Description	
02/28/2026	FEB 2026 Library Transportation Services	12.83

Inv 8397446 Total 12.83

0 Total: 2,408.27

DBAR3011 - Brink's Incorporated Total: 2,408.27

DDLP8010 - Dr. Detail Ph.D LLC

0 03/09/2026

Inv 3557

Line Item Date	Line Item Description	
02/23/2026	Spot clean of children's area carpet	225.00

Inv 3557 Total 225.00

0 Total: 225.00

DDLP8010 - Dr. Detail Ph.D LLC Total: 225.00

DEL4000 - Dell Marketing L.P.

0 03/09/2026

Inv 10863685643

Line Item Date	Line Item Description	
02/25/2026	Senior Center workstations Dell Pro Slim QCS1250 Qty3 as part of	5,358.32

Inv 10863685643 Total 5,358.32

0 Total: 5,358.32

DEL4000 - Dell Marketing L.P. Total: 5,358.32

DEM0777 - Demco Inc.

323117 03/09/2026

Inv 7763886

Line Item Date	Line Item Description	
02/12/2026	clear glossy removeable labels	432.67

Inv 7763886 Total 432.67

323117 Total: 432.67

DEM0777 - Demco Inc. Total: 432.67

DON4011 - Donnoe & Associates Inc

323118 03/09/2026

Inv 11132

Line Item Date	Line Item Description	
12/04/2025	Written Exams for Fire Engineer	342.00

Inv 11132 Total 342.00

323118 Total: 342.00

DON4011 - Donnoe & Associates Inc Total: 342.00

DXPENTR - DXP ENTERPRISES, INC.

323119 03/09/2026

Inv 55628999

Line Item Date	Line Item Description	
02/12/2026	Repair damaged 2" pneumatic pump used for dewatering leaks	1,145.29

Inv 55628999 Total 1,145.29

323119 Total: 1,145.29

DXPENTR - DXP ENTERPRISES, INC. Total: 1,145.29

ELSRTIRE - El Sereno Tire Shop

323122 03/09/2026

Inv 4981

Line Item Date	Line Item Description	
02/19/2026	Repair & replace tire Dial-A-Ride vehicles	500.00

Inv 4981 Total 500.00

Inv 4985

Line Item Date	Line Item Description	
02/19/2026	Repair & replace tire Dial-A-Ride vehicles	540.00

Inv 4985 Total 540.00

Inv 4987

Line Item Date	Line Item Description	
02/19/2026	Repair & replace tire Dial-A-Ride vehicles	500.00
Inv 4987 Total		500.00
323122 Total:		1,540.00
ELSRTIRE - El Sereno Tire Shop Total:		1,540.00

EMRS4010 - Emergency Response Crime Scene Cleaning

323123 03/09/2026

Inv T2026-180

Line Item Date	Line Item Description	
02/13/2026	PD Professional Services	850.00
Inv T2026-180 Total		850.00
323123 Total:		850.00
EMRS4010 - Emergency Response Crime Scene Cleaning Total:		850.00

EMSQIPAR - Givot, David

0 03/09/2026

Inv SPFD-02/2026

Line Item Date	Line Item Description	
02/24/2026	FY25-26 Continuing Education in PreHospital & Emergency Medic	2,499.00
Inv SPFD-02/2026 Total		2,499.00
0 Total:		2,499.00
EMSQIPAR - Givot, David Total:		2,499.00

ENT5426 - The Aby Manufacturing Group Inc

323160 03/09/2026

Inv 0193090-IN

Line Item Date	Line Item Description	
02/09/2026	PD badges	164.17
Inv 0193090-IN Total		164.17
323160 Total:		164.17
ENT5426 - The Aby Manufacturing Group Inc Total:		164.17

ESCLCEPW - Escalera, Lance

323124 03/09/2026

Inv 2/16/2026

Line Item Date	Line Item Description	
02/16/2026	L. Escalera mileage 2/16/26 opening gate for contractor FY 25/26	32.48
Inv 2/16/2026 Total		32.48
323124 Total:		32.48
ESCLCEPW - Escalera, Lance Total:		32.48

EVBR4010 - Everbridge, Inc.

0 03/09/2026

Inv M91516

Line Item Date	Line Item Description	
12/16/2025	Nixie Engage 12/16/25-12/15/26 Press Releases, Emergency Notific	4,550.15
Inv M91516 Total		4,550.15
0 Total:		4,550.15
EVBR4010 - Everbridge, Inc. Total:		4,550.15

FDBC8025 - Fast Deer Bus Charter Inc.

323125 03/09/2026

Inv 3706

Line Item Date	Line Item Description	
02/26/2026	ADA Charter Bus Service LA Co (11) & Orange Co (1) Trips FY25-	1,470.00
Inv 3706 Total		1,470.00
323125 Total:		1,470.00
FDBC8025 - Fast Deer Bus Charter Inc. Total:		1,470.00

GALL5011 - Galls, LLC

323126 03/09/2026

Inv 033484559

Line Item Date	Line Item Description	
12/15/2025	Fire Department Safety Clothing/Equipment	239.41
Inv 033484559 Total		239.41

Inv 033695404

Line Item Date	Line Item Description

01/08/2026	Fire Department Safety Clothing/Equipment	-0.17
01/08/2026	Fire Department Safety Clothing/Equipment	0.17
01/08/2026	Fire Department Safety Clothing/Equipment	23.57
Inv 033695404 Total		23.57

Inv 034018192

Line Item Date	Line Item Description	
02/23/2026	PD Safety Clothing/Equipment	-29.95
02/09/2026	PD Safety Clothing/Equipment	29.95
02/09/2026	PD Safety Clothing/Equipment	1,862.08
Inv 034018192 Total		1,862.08

Inv 034018193

Line Item Date	Line Item Description	
02/09/2026	PD Safety Clothing/Equipment	-15.36
02/09/2026	PD Safety Clothing/Equipment	954.83
02/09/2026	PD Safety Clothing/Equipment	15.36
Inv 034018193 Total		954.83

Inv 034031899

Line Item Date	Line Item Description	
02/10/2026	Fire Department Safety Clothing/Equipment	25.14
Inv 034031899 Total		25.14

Inv 034059017

Line Item Date	Line Item Description	
02/12/2026	PD Safety Clothing/Equipment	-1.47
02/12/2026	PD Safety Clothing/Equipment	91.34
02/12/2026	PD Safety Clothing/Equipment	1.47
Inv 034059017 Total		91.34

Inv 034095914

Line Item Date	Line Item Description	
02/16/2026	PD Safety Clothing/Equipment	1.40
02/16/2026	PD Safety Clothing/Equipment	87.32
02/16/2026	PD Safety Clothing/Equipment	-1.40
Inv 034095914 Total		87.32

Inv 034095930

Line Item Date	Line Item Description	
02/16/2026	PD Safety Clothing/Equipment	36.04
02/16/2026	PD Safety Clothing/Equipment	0.59
02/16/2026	PD Safety Clothing/Equipment	-0.59
Inv 034095930 Total		36.04

Inv 034096135

Line Item Date	Line Item Description	
02/16/2026	Fire Department Safety Clothing/Equipment	11.67

Inv 034096135 Total 11.67

Inv 034110833

Line Item Date	Line Item Description	
02/17/2026	PD Safety Clothing/Equipment	0.67
02/17/2026	PD Safety Clothing/Equipment	41.31
02/17/2026	PD Safety Clothing/Equipment	-0.67

Inv 034110833 Total 41.31

Inv 034140280

Line Item Date	Line Item Description	
02/19/2026	PD Safety Clothing/Equipment	209.83
02/19/2026	PD Safety Clothing/Equipment	3.38
02/19/2026	PD Safety Clothing/Equipment	-3.38

Inv 034140280 Total 209.83

Inv 034154614

Line Item Date	Line Item Description	
02/20/2026	PD Safety Clothing/Equipment	125.19

Inv 034154614 Total 125.19

Inv 034181506

Line Item Date	Line Item Description	
02/23/2026	PD Safety Clothing/Equipment	-1.87
02/23/2026	PD Safety Clothing/Equipment	1.87
02/23/2026	PD Safety Clothing/Equipment	273.23

Inv 034181506 Total 273.23

323126 Total: 3,980.96

GALL5011 - Galls, LLC Total: 3,980.96

GAR5011 - Garvey Equipment Co

323127 03/09/2026

Inv 173142

Line Item Date	Line Item Description	
02/18/2026	Equipment for Streets Division	1,740.95

Inv 173142 Total 1,740.95

323127 Total: 1,740.95

GAR5011 - Garvey Equipment Co Total: 1,740.95

GBCL4010 - Carrillo, Gilbert

323111 03/09/2026

Inv 01/26-02/06/26

Line Item Date	Line Item Description	
02/25/2026	Gilbert Carrillo Supervisory school training reimbursement	1,122.90

Inv 01/26-02/06/26 Total 1,122.90

Inv 04/19-22/2026

Line Item Date	Line Item Description	
02/25/2026	Gilbert Carrillo motorola summit 2026 expense reimbursement	2,653.99

Inv 04/19-22/2026 Total 2,653.99

323111 Total: 3,776.89

GBCL4010 - Carrillo, Gilbert Total: 3,776.89

GRACEMUS - GRACE MUSIC EVENTS LLC

323128 03/09/2026

Inv 04082026

Line Item Date	Line Item Description	
03/02/2026	Volunteer Recognition entertainment	215.00

Inv 04082026 Total 215.00

323128 Total: 215.00

GRACEMUS - GRACE MUSIC EVENTS LLC Total: 215.00

GRED4011 - Gramajo, Ederson

323130 03/09/2026

Inv 02/12/2026

Line Item Date	Line Item Description	
02/25/2026	Ederson Gramajo swat school training reimbursement 02/12/26	81.92

Inv 02/12/2026 Total 81.92

323130 Total: 81.92

GRED4011 - Gramajo, Ederson Total: 81.92

HAWU5011 - 2 Hot Activewear & Uniforms

323100 03/09/2026

Inv 97759

Line Item Date	Line Item Description	
02/23/2026	Shared Command - Chief Dunn Class AUniform	622.05

Inv 97759 Total 622.05

323100 Total: 622.05

HAWU5011 - 2 Hot Activewear & Uniforms Total: 622.05

HERD8010 - Erdmann, Hollis

0 03/09/2026

Inv 000001527

Line Item Date	Line Item Description	
02/12/2026	Baldwin Piano tuning	250.00

Inv 000001527 Total 250.00

0 Total: 250.00

HERD8010 - Erdmann, Hollis Total: 250.00

IICC8025 - Occupational Health Centers of California

323148 03/09/2026

Inv 18875077

Line Item Date	Line Item Description	
01/21/2026	Random drug test for M. Tracey	55.00

Inv 18875077 Total 55.00

323148 Total: 55.00

IICC8025 - Occupational Health Centers of California Total: 55.00

INGRMLIB - INGRAM LIBRARY SERVICE LLC

323135 03/09/2026

Inv 92557822

Line Item Date	Line Item Description	
12/05/2025	OPEN Purchase Order Books FY2025-2026	8.49

Inv 92557822 Total 8.49

Inv 92557823

Line Item Date	Line Item Description	
12/05/2025	OPEN Purchase Order Books FY2025-2026	55.30

Inv 92557823 Total 55.30

Inv 92557824

Line Item Date	Line Item Description	
12/05/2025	OPEN Purchase Order Books FY2025-2026	29.58

Inv 92557824 Total 29.58

Inv 92557825

Line Item Date	Line Item Description	
12/05/2025	OPEN Purchase Order Books FY2025-2026	252.59

Inv 92557825 Total 252.59

Inv 92557826

Line Item Date	Line Item Description	
12/05/2025	OPEN Purchase Order Books FY2025-2026	25.46

Inv 92557826 Total 25.46

Inv 92557827

Line Item Date	Line Item Description	
12/05/2025	OPEN Purchase Order Books FY2025-2026	211.12

Inv 92557827 Total 211.12

Inv 92708247

Line Item Date	Line Item Description	
12/10/2025	OPEN Purchase Order Books FY2025-2026	90.31

Inv 92708247 Total 90.31

Inv 92708248

Line Item Date	Line Item Description	
12/10/2025	OPEN Purchase Order Books FY2025-2026	76.29

Inv 92708248 Total 76.29

Inv 92708249

Line Item Date	Line Item Description	
12/10/2025	OPEN Purchase Order Books FY2025-2026	540.62

Inv 92708249 Total 540.62

Inv 93684764

Line Item Date	Line Item Description	
01/13/2026	OPEN Purchase Order Books FY2025-2026	293.73

Inv 93684764 Total 293.73

Inv 93684765

Line Item Date	Line Item Description

01/13/2026	OPEN Purchase Order Books FY2025-2026	11.65
Inv 93684765 Total		11.65

Inv 93684766

Line Item Date	Line Item Description	
01/13/2026	OPEN Purchase Order Books FY2025-2026	5.81
Inv 93684766 Total		5.81

Inv 93684767

Line Item Date	Line Item Description	
01/13/2026	OPEN Purchase Order Books FY2025-2026	184.55
Inv 93684767 Total		184.55

Inv 93684768

Line Item Date	Line Item Description	
01/13/2026	OPEN Purchase Order Books FY2025-2026	64.00
Inv 93684768 Total		64.00

Inv 93684769

Line Item Date	Line Item Description	
01/13/2026	OPEN Purchase Order Books FY2025-2026	19.96
Inv 93684769 Total		19.96

Inv 93684770

Line Item Date	Line Item Description	
01/13/2026	OPEN Purchase Order Books FY2025-2026	23.28
Inv 93684770 Total		23.28

Inv 93684771

Line Item Date	Line Item Description	
01/13/2026	OPEN Purchase Order Books FY2025-2026	60.17
Inv 93684771 Total		60.17

Inv 93684772

Line Item Date	Line Item Description	
01/13/2026	OPEN Purchase Order Books FY2025-2026	649.01
Inv 93684772 Total		649.01

Inv 93724826

Line Item Date	Line Item Description	
01/14/2026	OPEN Purchase Order Books FY2025-2026	48.12
Inv 93724826 Total		48.12

Inv 93724827

Line Item Date	Line Item Description	
01/14/2026	OPEN Purchase Order Books FY2025-2026	623.36

Inv 93724827 Total 623.36

Inv 93760618

Line Item Date	Line Item Description	
01/15/2026	OPEN Purchase Order Books FY2025-2026	463.31

Inv 93760618 Total 463.31

Inv 93760619

Line Item Date	Line Item Description	
01/15/2026	OPEN Purchase Order Books FY2025-2026	155.13

Inv 93760619 Total 155.13

Inv 93760620

Line Item Date	Line Item Description	
01/15/2026	OPEN Purchase Order Books FY2025-2026	273.06

Inv 93760620 Total 273.06

Inv 93760621

Line Item Date	Line Item Description	
01/15/2026	OPEN Purchase Order Books FY2025-2026	127.00

Inv 93760621 Total 127.00

Inv 93760622

Line Item Date	Line Item Description	
01/15/2026	OPEN Purchase Order Books FY2025-2026	229.73

Inv 93760622 Total 229.73

Inv 93760623

Line Item Date	Line Item Description	
01/15/2026	OPEN Purchase Order Books FY2025-2026	118.86

Inv 93760623 Total 118.86

Inv 93891985

Line Item Date	Line Item Description	
01/21/2026	OPEN Purchase Order Books FY2025-2026	18.06

Inv 93891985 Total 18.06

Inv 93891986

Line Item Date	Line Item Description	
01/21/2026	OPEN Purchase Order Books FY2025-2026	63.01

Inv 93891986 Total 63.01

Inv 93891987

Line Item Date	Line Item Description	
01/21/2026	OPEN Purchase Order Books FY2025-2026	168.82

Inv 93891987 Total 168.82

Inv 93926837

Line Item Date	Line Item Description	
01/22/2026	OPEN Purchase Order Books FY2025-2026	793.73

Inv 93926837 Total 793.73

Inv 93926838

Line Item Date	Line Item Description	
01/22/2026	OPEN Purchase Order Books FY2025-2026	760.45

Inv 93926838 Total 760.45

Inv 93926839

Line Item Date	Line Item Description	
01/22/2026	OPEN Purchase Order Books FY2025-2026	626.67

Inv 93926839 Total 626.67

Inv 93926840

Line Item Date	Line Item Description	
01/22/2026	OPEN Purchase Order Books FY2025-2026	5.84

Inv 93926840 Total 5.84

Inv 93926841

Line Item Date	Line Item Description	
01/22/2026	OPEN Purchase Order Books FY2025-2026	39.50

Inv 93926841 Total 39.50

Inv 93926842

Line Item Date	Line Item Description	
01/22/2026	OPEN Purchase Order Books FY2025-2026	30.07

Inv 93926842 Total 30.07

Inv 93926843

Line Item Date	Line Item Description	
01/22/2026	OPEN Purchase Order Books FY2025-2026	18.71

Inv 93926843 Total 18.71

Inv 93926844

Line Item Date	Line Item Description	
01/22/2026	OPEN Purchase Order Books FY2025-2026	20.27

Inv 93926844 Total 20.27

Inv 93926845

Line Item Date	Line Item Description	
01/22/2026	OPEN Purchase Order Books FY2025-2026	13.42

Inv 93926845 Total 13.42

Inv 93926846

Line Item Date	Line Item Description	
01/22/2026	OPEN Purchase Order Books FY2025-2026	23.75

Inv 93926846 Total 23.75

Inv 93926847

Line Item Date	Line Item Description	
01/22/2026	OPEN Purchase Order Books FY2025-2026	21.42

Inv 93926847 Total 21.42

Inv 93926848

Line Item Date	Line Item Description	
01/22/2026	OPEN Purchase Order Books FY2025-2026	47.96

Inv 93926848 Total 47.96

Inv 93926849

Line Item Date	Line Item Description	
01/22/2026	OPEN Purchase Order Books FY2025-2026	27.58

Inv 93926849 Total 27.58

Inv 93945507

Line Item Date	Line Item Description	
01/23/2026	OPEN Purchase Order Books FY2025-2026	19.41

Inv 93945507 Total 19.41

Inv 93945508

Line Item Date	Line Item Description	
01/23/2026	OPEN Purchase Order Books FY2025-2026	12.00

Inv 93945508 Total 12.00

Inv 93945509

Line Item Date	Line Item Description	
01/23/2026	OPEN Purchase Order Books FY2025-2026	15.95

Inv 93945509 Total 15.95

Inv 93945510

Line Item Date	Line Item Description	
01/23/2026	OPEN Purchase Order Books FY2025-2026	25.03

Inv 93945510 Total 25.03

Inv 93945511

Line Item Date	Line Item Description	
01/23/2026	OPEN Purchase Order Books FY2025-2026	43.33

Inv 93945511 Total 43.33

Inv 93945512

Line Item Date	Line Item Description	
01/23/2026	OPEN Purchase Order Books FY2025-2026	21.45

Inv 93945512 Total 21.45

Inv 93945513

Line Item Date	Line Item Description	
01/23/2026	OPEN Purchase Order Books FY2025-2026	20.99

Inv 93945513 Total 20.99

Inv 93945514

Line Item Date	Line Item Description	
01/23/2026	OPEN Purchase Order Books FY2025-2026	108.86

Inv 93945514 Total 108.86

Inv 93945515

Line Item Date	Line Item Description	
01/23/2026	OPEN Purchase Order Books FY2025-2026	65.32

Inv 93945515 Total 65.32

Inv 93945516

Line Item Date	Line Item Description	
01/23/2026	OPEN Purchase Order Books FY2025-2026	26.08

Inv 93945516 Total 26.08

Inv 93945517

Line Item Date	Line Item Description	
01/23/2026	OPEN Purchase Order Books FY2025-2026	15.88

Inv 93945517 Total 15.88

Inv 93945518

Line Item Date	Line Item Description	
01/23/2026	OPEN Purchase Order Books FY2025-2026	7.78

Inv 93945518 Total 7.78

Inv 94015548

Line Item Date	Line Item Description	
01/27/2026	OPEN Purchase Order Books FY2025-2026	1,171.39

Inv 94015548 Total 1,171.39

Inv 94015549

Line Item Date	Line Item Description	
01/27/2026	OPEN Purchase Order Books FY2025-2026	220.96

Inv 94015549 Total 220.96

Inv 94050715

Line Item Date	Line Item Description	
01/28/2026	OPEN Purchase Order Books FY2025-2026	37.89

Inv 94050715 Total 37.89

Inv 94050716

Line Item Date	Line Item Description	
01/28/2026	OPEN Purchase Order Books FY2025-2026	617.23

Inv 94050716 Total 617.23

Inv 94050717

Line Item Date	Line Item Description	
01/28/2026	OPEN Purchase Order Books FY2025-2026	270.00

Inv 94050717 Total 270.00

Inv 94050718

Line Item Date	Line Item Description	
01/28/2026	OPEN Purchase Order Books FY2025-2026	16.53

Inv 94050718 Total 16.53

Inv 94050719

Line Item Date	Line Item Description	
01/28/2026	OPEN Purchase Order Books FY2025-2026	25.28

Inv 94050719 Total 25.28

Inv 94050720

Line Item Date	Line Item Description	
01/28/2026	OPEN Purchase Order Books FY2025-2026	21.74

Inv 94050720 Total 21.74

Inv 94050721

Line Item Date	Line Item Description	
01/28/2026	OPEN Purchase Order Books FY2025-2026	19.98

Inv 94050721 Total 19.98

Inv 94050722

Line Item Date	Line Item Description	
01/28/2026	OPEN Purchase Order Books FY2025-2026	593.32

Inv 94050722 Total 593.32

Inv 94398967

Line Item Date	Line Item Description	
02/10/2026	OPEN Purchase Order Books FY2025-2026	28.88

Inv 94398967 Total 28.88

Inv 94398968

Line Item Date	Line Item Description	
02/10/2026	OPEN Purchase Order Books FY2025-2026	40.21

Inv 94398968 Total 40.21

Inv 94398969

Line Item Date	Line Item Description	
02/10/2026	OPEN Purchase Order Books FY2025-2026	19.38

Inv 94398969 Total 19.38

Inv 94398970

Line Item Date	Line Item Description	
02/10/2026	OPEN Purchase Order Books FY2025-2026	83.53

Inv 94398970 Total 83.53

Inv 94398971

Line Item Date	Line Item Description	
02/10/2026	OPEN Purchase Order Books FY2025-2026	81.08

Inv 94398971 Total 81.08

Inv 94398972

Line Item Date	Line Item Description	
02/10/2026	OPEN Purchase Order Books FY2025-2026	115.53

Inv 94398972 Total 115.53

Inv 94398973

Line Item Date	Line Item Description	
02/10/2026	OPEN Purchase Order Books FY2025-2026	20.06

Inv 94398973 Total 20.06

Inv 94398974

Line Item Date	Line Item Description	
02/10/2026	OPEN Purchase Order Books FY2025-2026	21.95

Inv 94398974 Total 21.95

Inv 94398975

Line Item Date	Line Item Description	
02/10/2026	OPEN Purchase Order Books FY2025-2026	61.54

Inv 94398975 Total 61.54

Inv 94398976

Line Item Date	Line Item Description	
02/10/2026	OPEN Purchase Order Books FY2025-2026	196.60

Inv 94398976 Total 196.60

Inv 94398977

Line Item Date	Line Item Description	
02/10/2026	OPEN Purchase Order Books FY2025-2026	55.07

Inv 94398977 Total 55.07

Inv 94398978

Line Item Date	Line Item Description	
02/25/2010	OPEN Purchase Order Books FY2025-2026	55.41

Inv 94398978 Total 55.41

Inv 94398979

Line Item Date	Line Item Description	
02/10/2026	OPEN Purchase Order Books FY2025-2026	19.27

Inv 94398979 Total 19.27

Inv 94398980

Line Item Date	Line Item Description	
02/10/2026	OPEN Purchase Order Books FY2025-2026	51.21

Inv 94398980 Total 51.21

Inv 94398981

Line Item Date	Line Item Description	
02/10/2026	OPEN Purchase Order Books FY2025-2026	30.63

Inv 94398981 Total 30.63

Inv 94398982

Line Item Date	Line Item Description	
02/10/2026	OPEN Purchase Order Books FY2025-2026	596.37

Inv 94398982 Total 596.37

Inv 94461433

Line Item Date	Line Item Description	
02/12/2026	OPEN Purchase Order Books FY2025-2026	110.56

Inv 94461433 Total 110.56

Inv 94461434

Line Item Date	Line Item Description	
02/12/2026	OPEN Purchase Order Books FY2025-2026	64.18

Inv 94461434 Total 64.18

Inv 94461435

Line Item Date	Line Item Description	
02/12/2026	OPEN Purchase Order Books FY2025-2026	42.79

Inv 94461435 Total 42.79

Inv 94461436

Line Item Date	Line Item Description	
02/12/2026	OPEN Purchase Order Books FY2025-2026	72.99

Inv 94461436 Total 72.99

Inv 94461437

Line Item Date	Line Item Description	
02/12/2026	OPEN Purchase Order Books FY2025-2026	32.21

Inv 94461437 Total 32.21

Inv 94492017

Line Item Date	Line Item Description	
02/13/2026	OPEN Purchase Order Books FY2025-2026	25.43

Inv 94492017 Total 25.43

Inv 94492018

Line Item Date	Line Item Description	
02/13/2026	OPEN Purchase Order Books FY2025-2026	23.44

Inv 94492018 Total 23.44

Inv 94492019

Line Item Date	Line Item Description	
02/13/2026	OPEN Purchase Order Books FY2025-2026	40.10

Inv 94492019 Total 40.10

Inv 94492020

Line Item Date	Line Item Description	
02/13/2026	OPEN Purchase Order Books FY2025-2026	25.50

Inv 94492020 Total 25.50

Inv 94492021

Line Item Date	Line Item Description	
02/13/2026	OPEN Purchase Order Books FY2025-2026	24.58

Inv 94492021 Total 24.58

Inv 94492022

Line Item Date	Line Item Description	
02/13/2026	OPEN Purchase Order Books FY2025-2026	78.75

Inv 94492022 Total 78.75

Inv 94517132

Line Item Date	Line Item Description	
02/16/2026	OPEN Purchase Order Books FY2025-2026	37.57

Inv 94517132 Total 37.57

Inv 94517133

Line Item Date	Line Item Description	
02/16/2026	OPEN Purchase Order Books FY2025-2026	108.36

Inv 94517133 Total 108.36

Inv 94517134

Line Item Date	Line Item Description	
02/16/2026	OPEN Purchase Order Books FY2025-2026	13.45

Inv 94517134 Total 13.45

Inv 94517135

Line Item Date	Line Item Description	
02/16/2026	OPEN Purchase Order Books FY2025-2026	10.89

Inv 94517135 Total 10.89

Inv 94517136

Line Item Date	Line Item Description	
02/16/2026	OPEN Purchase Order Books FY2025-2026	34.08

Inv 94517136 Total 34.08

Inv 94517137

Line Item Date	Line Item Description	
02/16/2026	OPEN Purchase Order Books FY2025-2026	7.54

Inv 94517137 Total 7.54

Inv 94517138

Line Item Date	Line Item Description	
02/16/2026	OPEN Purchase Order Books FY2025-2026	13.53

Inv 94517138 Total 13.53

Inv 94517139

Line Item Date	Line Item Description	
02/16/2026	OPEN Purchase Order Books FY2025-2026	28.07

Inv 94517139 Total 28.07

Inv 94596622

Line Item Date	Line Item Description	
02/18/2026	OPEN Purchase Order Books FY2025-2026	18.04

Inv 94596622 Total 18.04

Inv 94596623

Line Item Date	Line Item Description	
02/18/2026	OPEN Purchase Order Books FY2025-2026	51.33

Inv 94596623 Total 51.33

Inv 94596624

Line Item Date	Line Item Description	
02/18/2026	OPEN Purchase Order Books FY2025-2026	18.68

Inv 94596624 Total 18.68

Inv 94596625

Line Item Date	Line Item Description	
02/18/2026	OPEN Purchase Order Books FY2025-2026	217.13

Inv 94596625 Total 217.13

323135 Total: 13,272.07

INGRMLIB - INGRAM LIBRARY SERVICE LLC Total: 13,272.07

INT6115 - Interstate Battery Systems of Eastern Los Angeles

Check Number	Check Date		Amount
323136	03/09/2026		
Inv 18143311			
Line Item Date	Line Item Description		
02/12/2026	Vehicle Maintenance for RA 81		176.00
Inv 18143311 Total			176.00
323136 Total:			176.00
INT6115 - Interstate Battery Systems of Eastern Los Angeles Total:			176.00
ISGU4011 - Gutierrez, Issac			
323132	03/09/2026		
Inv 03/09-13/2026			
Line Item Date	Line Item Description		
02/25/2026	Issac Gutierrez S/A investigation training reimbursement		1,787.47
Inv 03/09-13/2026 Total			1,787.47
323132 Total:			1,787.47
ISGU4011 - Gutierrez, Issac Total:			1,787.47
JAHE4011 - Hernandez, Javier			
323133	03/09/2026		
Inv 02/01-05/2026			
Line Item Date	Line Item Description		
02/25/2026	Javier Hernandez Radar/lidar training reimbursement		1,527.52
Inv 02/01-05/2026 Total			1,527.52
323133 Total:			1,527.52
JAHE4011 - Hernandez, Javier Total:			1,527.52
JCLTRAFF - JCL Traffic Services			
0	03/09/2026		
Inv 132847			
Line Item Date	Line Item Description		
02/23/2026	Special Permit Parking Signs for Mission/Meridian parking Garage		182.82
Inv 132847 Total			182.82
0 Total:			182.82
JCLTRAFF - JCL Traffic Services Total:			182.82

JOANPOWE - Powe, Joan

323154 03/09/2026

Inv JP 2/1-2/4/2026

Line Item Date	Line Item Description	
02/11/2026	Reimb 2026 CAPPO conference San Diego	767.45
02/11/2026	Reimb 2026 CAPPO conference San Diego	740.00
02/11/2026	Reimb 2026 CAPPO conference San Diego	195.76
Inv JP 2/1-2/4/2026 Total		1,703.21
323154 Total:		1,703.21
JOANPOWE - Powe, Joan Total:		1,703.21

KMLHRNAS - Kimley-Horn & Associates, Inc.

323138 03/09/2026

Inv 34393689-1

Line Item Date	Line Item Description	
12/31/2025	Fremont/Huntington Corridor Improvement Project Design.	20,019.93
12/31/2025	Fremont/Huntington Corridor Improvement Project Design	18,512.48
12/31/2025	Fremont/Huntington Corridor Improvement Project Design.	5,878.44
Inv 34393689-1 Total		44,410.85
323138 Total:		44,410.85
KMLHRNAS - Kimley-Horn & Associates, Inc. Total:		44,410.85

KTFL2031 - Faulmino, Katrina

0 03/09/2026

Inv KF FEB-2026

Line Item Date	Line Item Description	
02/17/2026	YMCA Reimbursement FEB2026	26.40
Inv KF FEB-2026 Total		26.40
0 Total:		26.40
KTFL2031 - Faulmino, Katrina Total:		26.40

LACODEVE - Los Angeles County Development Authority

323140 03/09/2026

Inv 602711-25

Line Item Date	Line Item Description	
02/27/2026	Return CDBG Funds for Senior Meals	12,586.00
Inv 602711-25 Total		12,586.00

323140 Total:		12,586.00
LACODEVE - Los Angeles County Development Authority Total:		12,586.00

LAKESHRE - Lakeshore Parent, LLC

0 03/09/2026

Inv 1006069517

Line Item Date	Line Item Description	
02/25/2026	Learning Shapes & Colors Activity Carpet - 9' x 12' Item# LL802	726.65
Inv 1006069517 Total		726.65
0 Total:		726.65
LAKESHRE - Lakeshore Parent, LLC Total:		726.65

LAW6711 - Kim, Harold

323137 03/09/2026

Inv 47691

Line Item Date	Line Item Description	
02/12/2026	Repair on vibrator compactor plate	281.56
Inv 47691 Total		281.56
323137 Total:		281.56
LAW6711 - Kim, Harold Total:		281.56

LBBM4010 - RCA Investments Inc

323155 03/09/2026

Inv 55886

Line Item Date	Line Item Description	
02/20/2026	Repairs done on PD Motorcycle VIN# 39602	2,550.03
Inv 55886 Total		2,550.03

Inv 55937

Line Item Date	Line Item Description	
02/26/2026	Repairs done on PD Motorcycle VIN# 39602	1,829.00
Inv 55937 Total		1,829.00
323155 Total:		4,379.03
LBBM4010 - RCA Investments Inc Total:		4,379.03

LEBE8032 - Betts, Lemar

323108 03/09/2026

Inv INV-SKATE Feb26

Line Item Date	Line Item Description	
02/25/2026	Contract Class Instructor Payment	725.20
Inv INV-SKATE Feb26 Total		725.20
323108 Total:		725.20

LEBE8032 - Betts, Lemar Total: 725.20

LIFE822 - Life-Assist Inc.

323139 03/09/2026

Inv 2067710

Line Item Date	Line Item Description	
02/16/2026	Paramedic Medical Supplies FY25-26. Amended to $22K to cover u	114.04
Inv 2067710 Total		114.04

Inv 2070385

Line Item Date	Line Item Description	
02/19/2026	Paramedic Medical Supplies FY25-26. Amended to $22K to cover u	647.53
Inv 2070385 Total		647.53
323139 Total:		761.57

LIFE822 - Life-Assist Inc. Total: 761.57

LOCAMPO - Ocampo, Laura

323147 03/09/2026

Inv 101518806

Line Item Date	Line Item Description	
02/25/2026	War Memorial Building Rental Deposit Refund 2/21/26	590.00
Inv 101518806 Total		590.00
323147 Total:		590.00

LOCAMPO - Ocampo, Laura Total: 590.00

MAC1529 - Macdonald, Douglas A.

0 03/09/2026

Inv SCD- Feb. 2026

Line Item Date	Line Item Description

	02/25/2026	Contract Class Instructor Payment- Scottish Country Dance Feb.26	324.35
	Inv SCD- Feb. 2026 Total		324.35
0 Total:			324.35
MAC1529 - Macdonald, Douglas A. Total:			324.35
MCPSTI - Pusateri, Michele			
0	03/09/2026		
	Inv PBALL-Feb. 2026		
	Line Item Date	Line Item Description	
	02/25/2026	Contract Class Instructor Payment Senior PIckleball Feb. 2026	884.00
	02/25/2026	Contract Class Instructor Payment Adult PIckleball Feb. 2026	2,320.50
	Inv PBALL-Feb. 2026 Total		3,204.50
0 Total:			3,204.50
MCPSTI - Pusateri, Michele Total:			3,204.50
MDWSTPE - Midwest Tape LLC			
323141	03/09/2026		
	Inv 508402734		
	Line Item Date	Line Item Description	
	02/04/2026	DVDs Purchase for Collection FY25-26	35.63
	Inv 508402734 Total		35.63
	Inv 508402735		
	Line Item Date	Line Item Description	
	02/04/2026	DVDs Purchase for Collection FY25-26	162.49
	Inv 508402735 Total		162.49
	Inv 508433625		
	Line Item Date	Line Item Description	
	02/12/2026	DVDs Purchase for Collection FY25-26	72.23
	Inv 508433625 Total		72.23
323141 Total:			270.35
MDWSTPE - Midwest Tape LLC Total:			270.35
MNBL8170 - Crestline Software, LLC			
0	03/09/2026		

Inv #INV18062

Line Item Date	Line Item Description	
03/01/2026	MAR2026 Monthly Managed Service Utility Billing	29,289.05

Inv #INV18062 Total 29,289.05

0 Total: 29,289.05

MNBL8170 - Crestline Software, LLC Total: 29,289.05

MRKPRERZ - Perez, Mark

323150 03/09/2026

Inv MP-02/26

Line Item Date	Line Item Description	
03/03/2026	Reimb Rideshare FEB 2026	80.00

Inv MP-02/26 Total 80.00

323150 Total: 80.00

MRKPRERZ - Perez, Mark Total: 80.00

MVCH3011 - MV Cheng & Associates Inc.

323143 03/09/2026

Inv 1/31/2026A

Line Item Date	Line Item Description	
02/04/2026	JAN2026 Accountant Consulting Services DZepeda	3,680.00
02/04/2026	JAN2026 Accountant Consulting Services DZepeda	3,680.00

Inv 1/31/2026A Total 7,360.00

Inv 12/31/2025A

Line Item Date	Line Item Description	
01/05/2026	DEC2025 Accountant Consulting Services DZepeda	4,030.00
01/05/2026	DEC2025 Accountant Consulting Services DZepeda	4,030.00

Inv 12/31/2025A Total 8,060.00

Inv 12/31/2025R

Line Item Date	Line Item Description	
01/02/2026	DEC2025 Accountant Consulting Services RVirany	3,681.25
01/02/2026	DEC2025 Accountant Consulting Services RVirany	3,681.25

Inv 12/31/2025R Total 7,362.50

Inv 2/28/2026A

Line Item Date	Line Item Description	
03/04/2026	FEB2026 DZedpeda Accountant Consulting Services	980.00
03/04/2026	FEB2026 DZedpeda Accountant Consulting Services	980.00

Inv 2/28/2026A Total 1,960.00

Inv 2/28/2026R

Line Item Date	Line Item Description	
03/04/2026	FEB2026 RVirany Accountant Consulting Services	1,448.75
03/04/2026	FEB2026 RVirany Accountant Consulting Services	1,448.75

Inv 2/28/2026R Total 2,897.50

323143 Total: 27,640.00

MVCH3011 - MV Cheng & Associates Inc. Total: 27,640.00

NCBS587 - Nick Boswell Photography, Inc.

323145 03/09/2026

Inv 33550

Line Item Date	Line Item Description	
02/12/2026	Fire Department Portrait	274.38

Inv 33550 Total 274.38

323145 Total: 274.38

NCBS587 - Nick Boswell Photography, Inc. Total: 274.38

NIMO9203 - Ninyo & Moore

323146 03/09/2026

Inv 313773

Line Item Date	Line Item Description	
12/22/2025	Geotechincal Services for FY 19-20 Street Improvement Project	2,386.62
12/22/2025	Geotechincal Services for FY 19-20 Street Improvement Project	2,386.63

Inv 313773 Total 4,773.25

Inv 314783

Line Item Date	Line Item Description	
01/15/2026	Geotechincal Services for FY 19-20 Street Improvement Project	2,004.37
01/15/2026	Geotechincal Services for FY 19-20 Street Improvement Project	2,004.38

Inv 314783 Total 4,008.75

323146 Total: 8,782.00

NIMO9203 - Ninyo & Moore Total: 8,782.00

NTLEMBLM - National Emblem

323144 03/09/2026

Inv 12003741

Line Item Date	Line Item Description	
02/11/2026	PD Safety Clothing/Equipment	589.61

Inv 12003741 Total 589.61

323144 Total: 589.61

NTLEMBLM - National Emblem Total: 589.61

NV5R9266 - NV5, Inc.

0 03/09/2026

Inv 479586

Line Item Date	Line Item Description	
10/27/2025	Staff Augmentation for several CIP Projects.	12,997.60
10/28/2025	Staff Augmentation for several CIP Projects.	2,220.00
10/27/2025	Staff Augmentation for several CIP Projects.	277.50
10/27/2025	Staff Augmentation for several CIP Projects.	277.50
10/27/2025	Staff Augmentation for several CIP Projects.	92.50
10/27/2025	Staff Augmentation for several CIP Projects.	2,220.00
10/27/2025	Staff Augmentation for several CIP Projects.	46.25
10/27/2025	Staff Augmentation for several CIP Projects.	46.25

Inv 479586 Total 18,177.60

Inv 483772

Line Item Date	Line Item Description	
11/14/2025	Staff Augmentation for several CIP Projects.	208.12
11/14/2025	Staff Augmentation for several CIP Projects.	5,391.50
11/14/2025	Staff Augmentation for several CIP Projects.	416.25
11/14/2025	Staff Augmentation for several CIP Projects.	208.13
11/14/2025	Staff Augmentation for several CIP Projects.	878.75
11/14/2025	Staff Augmentation for several CIP Projects.	878.75
11/14/2025	Staff Augmentation for several CIP Projects.	3,792.50
11/14/2025	Staff Augmentation for several CIP Projects.	3,792.50

Inv 483772 Total 15,566.50

Inv 490000

Line Item Date	Line Item Description	
12/15/2025	Staff Augmentation for several CIP Projects.	4,810.00
12/15/2025	Staff Augmentation for several CIP Projects.	538.85
12/15/2025	Staff Augmentation for several CIP Projects.	538.85
12/15/2025	Staff Augmentation for several CIP Projects.	3,746.25
12/15/2025	Staff Augmentation for several CIP Projects.	23.12
12/15/2025	Staff Augmentation for several CIP Projects.	3,746.25
12/15/2025	Staff Augmentation for several CIP Projects.	23.13
12/15/2025	Staff Augmentation for several CIP Projects.	46.25

Inv 490000 Total 13,472.70

Inv 495134

Line Item Date	Line Item Description	
01/15/2026	Staff Augmentation for several CIP Projects.	3,885.00
01/15/2026	Staff Augmentation for several CIP Projects.	208.12
01/15/2026	Staff Augmentation for several CIP Projects.	231.25
01/15/2026	Staff Augmentation for several CIP Projects.	208.13
01/15/2026	Staff Augmentation for several CIP Projects.	1,942.50
01/15/2026	Staff Augmentation for several CIP Projects.	231.25
01/15/2026	Staff Augmentation for several CIP Projects.	1,942.50
01/15/2026	Staff Augmentation for several CIP Projects.	416.25

Inv 495134 Total 9,065.00

Inv 498717

Line Item Date	Line Item Description	
02/05/2026	CM&I for FY24-25 Residential Slurry Seal Project	11,434.63
02/05/2026	CM&I for FY24-25 Residential Slurry Seal Project	11,434.62

Inv 498717 Total 22,869.25

Inv 498723

Line Item Date	Line Item Description	
02/05/2026	CM&I Services for FY 19-20 Street Improvement Project	19,146.25
02/05/2026	CM&I Services for FY 19-20 Street Improvement Project	19,146.25

Inv 498723 Total 38,292.50

Inv 501675

Line Item Date	Line Item Description	
02/20/2026	Staff Augmentation for several CIP Projects.	92.50
02/20/2026	Staff Augmentation for several CIP Projects.	5,827.50
02/20/2026	Staff Augmentation for several CIP Projects.	92.50
02/20/2026	Staff Augmentation for several CIP Projects.	7,657.50
02/20/2026	Staff Augmentation for several CIP Projects.	7,657.50

Inv 501675 Total 21,327.50

0 Total: 138,771.05

NV5R9266 - NV5, Inc. Total: 138,771.05

PERSIGYM - Persi, Samantha

0 03/09/2026

Inv INV-PerGymW26

Line Item Date	Line Item Description	
02/25/2026	Contract class instructor payment- Persistence Gymnastics W26	420.00

Inv INV-PerGymW26 Total 420.00

0 Total: 420.00

PERSIGYM - Persi, Samantha Total: 420.00

PHOE4610 - Phoenix Group Information Systems

323151 03/09/2026

Inv 012026184

Line Item Date	Line Item Description	
02/18/2026	1/2026 Citations Management	5,073.37

Inv 012026184 Total 5,073.37

323151 Total: 5,073.37

PHOE4610 - Phoenix Group Information Systems Total: 5,073.37

PHS4011 - Pasadena Humane Society

323149 03/09/2026

Inv MAR2026SoPas

Line Item Date	Line Item Description	
03/01/2026	Animal Control Services for the month of March, 2026	15,797.45

Inv MAR2026SoPas Total 15,797.45

323149 Total: 15,797.45

PHS4011 - Pasadena Humane Society Total: 15,797.45

PIPETEC - PIPE TEC Inc

323152 03/09/2026

Inv 15544

Line Item Date	Line Item Description	
02/20/2026	FY25 Sewer Cleaning and Inspection	93,079.99

Inv 15544 Total 93,079.99

323152 Total: 93,079.99

PIPETEC - PIPE TEC Inc Total: 93,079.99

PIT8031 - Pitney Bowes Bank, Inc. Reserve Account

323153 03/09/2026

Inv 357-56428

Line Item Date	Line Item Description	
02/17/2026	Reserve account for postage meter	650.00
02/17/2026	Reserve account for postage meter	1,250.00
02/17/2026	Reserve account for postage meter	650.00

Inv 357-56428 Total 2,550.00

323153 Total: 2,550.00

PIT8031 - Pitney Bowes Bank, Inc. Reserve Account Total: 2,550.00

PMAB8021 - Budka, Pamela Avry

323109 03/09/2026

Inv Feb26ChairYoga

Line Item Date	Line Item Description	
02/26/2026	February Chair Yoga-Contract Class Instructor	460.00

Inv Feb26ChairYoga Total 460.00

Inv Feb26Meditation

Line Item Date	Line Item Description	
02/26/2026	February Meditation-Contract Class Instructor	193.60

Inv Feb26Meditation Total 193.60

323109 Total: 653.60

PMAB8021 - Budka, Pamela Avry Total: 653.60

PMLDONG - Dong, Pamella C.

0 03/09/2026

Inv Feb26MartialArt

Line Item Date	Line Item Description	
02/26/2026	February Martial Arts -Contract Class Instructor	128.00

Inv Feb26MartialArt Total 128.00

Inv Feb26QiGong

Line Item Date	Line Item Description	
02/26/2026	FebruaryQi Gong-Contract Class Instructor	168.00

Inv Feb26QiGong Total 168.00

0 Total: 296.00

PMLDONG - Dong, Pamella C. Total: 296.00

PUFG8267 - Wong, Pauline Sam

0 03/09/2026

Inv Feb26Senior

Line Item Date	Line Item Description	
02/27/2026	Feb26 Senior Line Dancing-Contract Class Instructor	204.00

Inv Feb26Senior Total 204.00

0 Total: 204.00

PUFG8267 - Wong, Pauline Sam Total: 204.00

RWGN8160 - Richards, Watson & Gershon

0 03/09/2026

Inv 257474

Line Item Date	Line Item Description	
02/28/2026	January 2026 - Legal	32,973.55

Inv 257474 Total 32,973.55

Inv 257475

Line Item Date	Line Item Description	
02/28/2026	January 2026 - Legal	5,184.00

Inv 257475 Total 5,184.00

Inv 257476

Line Item Date	Line Item Description	
02/28/2026	January 2026 - Legal	2,343.20

Inv 257476 Total 2,343.20

Inv 257477

Line Item Date	Line Item Description	
02/28/2026	January 2026 - Legal	1,371.15

Inv 257477 Total 1,371.15

Inv 257478

Line Item Date	Line Item Description	
02/28/2026	January 2026 - Legal	255.20

Inv 257478 Total 255.20

0 Total: 42,127.10

RWGN8160 - Richards, Watson & Gershon Total: 42,127.10

SCRR4010 - Superior Court of California, County of LA

323159 03/09/2026

Inv January 2026

Line Item Date	Line Item Description	
02/09/2026	Citations processed for the month of January, 2026.	4,572.00

Inv January 2026 Total 4,572.00

323159 Total:		4,572.00
SCRR4010 - Superior Court of California, County of LA Total:		4,572.00

SCSENGIN - STEARNS, CONRAD & SCHMIDT CONSULTING ENGINEERS INC

0 03/09/2026

Inv 0559596

Line Item Date	Line Item Description	
11/30/2025	Waste Contract Management Assistance Professional consulting ser	4,820.00
Inv 0559596 Total		4,820.00

Inv 0562598

Line Item Date	Line Item Description	
12/31/2025	Waste Contract Management Assistance Professional consulting ser	1,242.00
Inv 0562598 Total		1,242.00

Inv 0565986

Line Item Date	Line Item Description	
01/31/2026	Waste Contract Management Assistance Professional consulting ser	46.00
01/31/2026	Waste Contract Management Assistance Professional consulting ser	649.00
Inv 0565986 Total		695.00
0 Total:		6,757.00
SCSENGIN - STEARNS, CONRAD & SCHMIDT CONSULTING ENGINEERS INC Total:		6,757.00

SGMC2013 - Apramian, Glen John

323106 03/09/2026

Inv 120100

Line Item Date	Line Item Description	
01/20/2026	Pre Employment and Physical Exam - 120100 1-20-26	150.00
Inv 120100 Total		150.00

Inv 156323

Line Item Date	Line Item Description	
01/08/2026	Pre Employment and Physical Exam - 156323 1/8/26	745.00
Inv 156323 Total		745.00

Inv 156347

Line Item Date	Line Item Description	
01/09/2026	Pre Employment and Physical Exam - 156347 1/9/26	745.00
Inv 156347 Total		745.00

Inv 156370

Line Item Date	Line Item Description	
01/12/2026	Pre Employment and Physical Exam - 156370 1/12/26	745.00

Inv 156370 Total 745.00

Inv 156379

Line Item Date	Line Item Description	
01/13/2026	Pre Employment and Physical Exam - 156379 1/13/26	745.00

Inv 156379 Total 745.00

Inv 156397

Line Item Date	Line Item Description	
01/14/2026	Pre Employment and Physical Exam - 156397 1/14/26	745.00

Inv 156397 Total 745.00

Inv 156421

Line Item Date	Line Item Description	
01/16/2026	Pre Employment and Physical Exam - 156421 1/16/26	175.00

Inv 156421 Total 175.00

Inv 156432

Line Item Date	Line Item Description	
01/16/2026	Pre Employment and Physical Exam - 156432 1/16/26	175.00

Inv 156432 Total 175.00

Inv 156487

Line Item Date	Line Item Description	
01/23/2026	Pre Employment and Physical Exam - 156487 1/23/26	370.00

Inv 156487 Total 370.00

323106 Total: 4,595.00

SGMC2013 - Apramian, Glen John Total: 4,595.00

SGVMC111 - AHMC San Gabriel Valley Medical Center LP

323101 03/09/2026

Inv 947836

Line Item Date	Line Item Description	
02/18/2026	PD Blood alcohol withdrawals	48.00

Inv 947836 Total 48.00

Check Number	Check Date	Amount
323101 Total:		48.00
SGVMC111 - AHMC San Gabriel Valley Medical Center LP Total:		48.00

SKYHAWKS - Lenear Sports, LLC

0 03/09/2026

Inv SKYHBaseFeb26

Line Item Date	Line Item Description	
02/25/2026	Contract Class Instructor payment for SkyH Baseball Feb 26	455.00
Inv SKYHBaseFeb26 Total		455.00

Inv SKYHBBTotsFeb26

Line Item Date	Line Item Description	
02/25/2026	Contract Class Instructor payment for SkyH Baseball Tot Feb 26	728.00
Inv SKYHBBTotsFeb26 Total		728.00

Inv SKYHPickleFeb26

Line Item Date	Line Item Description	
02/25/2026	Contract Class Instructor payment for SkyH Pickleball Feb 26	302.25
Inv SKYHPickleFeb26 Total		302.25

Inv SKYHTennisFeb26

Line Item Date	Line Item Description	
02/25/2026	Contract Class Instructor payment for SkyH Tennis Feb 26	702.25
Inv SKYHTennisFeb26 Total		702.25

0 Total:		2,187.50
SKYHAWKS - Lenear Sports, LLC Total:		2,187.50

SOU5340 - City of South Pasadena-Library Petty Cash

323114 03/09/2026

Inv 82025-013026

Line Item Date	Line Item Description	
11/20/2025	Library Petty Cash - Mileage to GOTpring to pick up bookmarks	22.54
11/10/2025	Library Petty Cash - Storytime supplies	5.51
09/30/2025	Library Petty Cash - stamp pad	14.91
10/28/2025	Library Petty Cash - Parking for CLA Conference - Alexis Mendoza	15.00
08/26/2025	Library Petty Cash - Mileage to cash petty cash check	2.80
08/20/2025	Library Petty Cash - Storytime supplies	29.80
09/30/2025	Library Petty Cash - Book for Library Collection	25.43
11/12/2025	Library Petty Cash - Book for Library Collection	16.35
10/28/2025	Library Petty Cash - Parking for CLA Conference - Olivia Radbill	15.00
01/30/2026	Library Petty Cash - Air Purifier Replacement Filter	26.23
Inv 82025-013026 Total		173.57

323114 Total: 173.57

SOU5340 - City of South Pasadena-Library Petty Cash Total: 173.57

SQSC2920 - Sequoyah School

323156 03/09/2026

Inv 101517746

Line Item Date	Line Item Description	
02/25/2026	War Memorial Building Rental Deposit Refund 02/20/2026	590.00

Inv 101517746 Total 590.00

323156 Total: 590.00

SQSC2920 - Sequoyah School Total: 590.00

SSSS8267 - Round Star West, LLC

0 03/09/2026

Inv S.S.S. P&Me W26

Line Item Date	Line Item Description	
02/25/2026	Contract Class Instructor Payment SuperSoccerStars Parent&Me W2	568.75

Inv S.S.S. P&Me W26 Total 568.75

Inv S.S.S. W26

Line Item Date	Line Item Description	
02/25/2026	Contract Class Instructor Payment Super Soccer Stars W26	341.25

Inv S.S.S. W26 Total 341.25

0 Total: 910.00

SSSS8267 - Round Star West, LLC Total: 910.00

STA5219 - Staples Business Advantage

0 03/09/2026

Inv 6055170280

Line Item Date	Line Item Description	
02/05/2026	Office Supplies	361.03

Inv 6055170280 Total 361.03

Inv 6055170288

Line Item Date	Line Item Description	
02/05/2026	Office Supplies	15.99

Inv 6055170288 Total 15.99

Inv 6055580599

Line Item Date	Line Item Description	
02/11/2026	hand sanitizing wipes	94.42

Inv 6055580599 Total 94.42

Inv 6055729944

Line Item Date	Line Item Description	
02/13/2026	envelope moisteners, toner	110.41

Inv 6055729944 Total 110.41

Inv 6056082145

Line Item Date	Line Item Description	
02/18/2026	Fire - Office Supplies	66.58

Inv 6056082145 Total 66.58

Inv 6056230810

Line Item Date	Line Item Description	
02/20/2026	usb hub	20.21

Inv 6056230810 Total 20.21

Inv 6056230812

Line Item Date	Line Item Description	
02/20/2026	laminating pouches	102.14

Inv 6056230812 Total 102.14

Inv 6056312252

Line Item Date	Line Item Description	
02/21/2026	11x17" paper	70.95

Inv 6056312252 Total 70.95

Inv 6056480181

Line Item Date	Line Item Description	
02/24/2026	Finance Dept Office Supplies TF	55.94

Inv 6056480181 Total 55.94

Inv 6056642390

Line Item Date	Line Item Description	
02/25/2026	PD Office Supplies	811.95

Inv 6056642390 Total 811.95

Inv 6056642391

Line Item Date	Line Item Description	
02/25/2026	PD Office Supplies	286.68

Inv 6056642391 Total 286.68

Inv 6056642392

Line Item Date	Line Item Description	
02/25/2026	PD Office Supplies	183.65

Inv 6056642392 Total 183.65

Inv 6057619009

Line Item Date	Line Item Description	
03/03/2026	Finance Dept Office Supplies Clicker, Toners Budget Mgr TF	404.77

Inv 6057619009 Total 404.77

0 Total: 2,584.72

STA5219 - Staples Business Advantage Total: 2,584.72

SUN8556 - Sun Badge Company

323158 03/09/2026

Inv 426703

Line Item Date	Line Item Description	
01/26/2026	Fire Department Badge and Buckle	947.28

Inv 426703 Total 947.28

323158 Total: 947.28

SUN8556 - Sun Badge Company Total: 947.28

THES8267 - Siegel, Theodore

323157 03/09/2026

Inv 4132026

Line Item Date	Line Item Description	
02/11/2026	April2026 presentation and screening of Tootsie	150.00

Inv 4132026 Total 150.00

323157 Total: 150.00

THES8267 - Siegel, Theodore Total: 150.00

TRA5998 - Transtech Engineers, Inc.

Check Number	Check Date		Amount
0	03/09/2026		
Inv 20262056			
Line Item Date	Line Item Description		
01/31/2026	Fire Plan Reviews Services at 65% of Fees Collected by the City		3,588.00
Inv 20262056 Total			3,588.00
0 Total:			3,588.00
TRA5998 - Transtech Engineers, Inc. Total:			3,588.00
TWOHEYS - Trias LLC			
323163	03/09/2026		
Inv 000305			
Line Item Date	Line Item Description		
02/25/2026	Badge Pinning Ceremony Event - Catering		725.16
Inv 000305 Total			725.16
323163 Total:			725.16
TWOHEYS - Trias LLC Total:			725.16
ULIN8021 - Uline, Inc.			
0	03/09/2026		
Inv 204123648			
Line Item Date	Line Item Description		
02/12/2026	laser labels		83.46
Inv 204123648 Total			83.46
Inv 204852695			
Line Item Date	Line Item Description		
03/02/2026	PD Office Supplies		583.99
Inv 204852695 Total			583.99
0 Total:			667.45
ULIN8021 - Uline, Inc. Total:			667.45
UNPLUGGP - UNPLUGGED PERFORMANCE, INC			
0	03/09/2026		
Inv PF105616			
Line Item Date	Line Item Description		
02/27/2026	PD Vehicle Roof Glass. 10.5% Sales Tax		1,369.88
Inv PF105616 Total			1,369.88

0 Total:		1,369.88
UNPLUGGP - UNPLUGGED PERFORMANCE, INC Total:		1,369.88
WIL2010 - Willdan Financial Services		
0	03/09/2026	
Inv 00423227		
Line Item Date	Line Item Description	
12/24/2025	2024 Sidewalk Replacement & ADA Ramp Upgrades Labor Compli	565.50
Inv 00423227 Total		565.50
Inv 00423557		
Line Item Date	Line Item Description	
02/20/2026	2024 Sidewalk Replacement & ADA Ramp Upgrades Labor Compli	870.00
Inv 00423557 Total		870.00
0 Total:		1,435.50
WIL2010 - Willdan Financial Services Total:		1,435.50
WIT6353 - Wittman Enterprises LLC		
323164	03/09/2026	
Inv 202601-C1854		
Line Item Date	Line Item Description	
02/24/2026	Paramedic Billing Services Annual FY25-26	4,065.38
Inv 202601-C1854 Total		4,065.38
323164 Total:		4,065.38
WIT6353 - Wittman Enterprises LLC Total:		4,065.38
Total:		1,319,577.83

Accounts Payable

Check Detail

User: tfernandez
Printed: 03/10/2026 - 9:21AM

Check Number	Check Date	Amount
PRECIADO - Preciado, Celia		
0	03/09/2026	
Inv CP 01/2026		
Line Item Date	Line Item Description	
01/31/2026	Reimb Rideshare JAN 2026	80.00
Inv CP 01/2026 Total		80.00
Inv CP 11/2025		
Line Item Date	Line Item Description	
11/30/2025	Reimb Rideshare NOV 2025	80.00
Inv CP 11/2025 Total		80.00
Inv CP 12/2025		
Line Item Date	Line Item Description	
12/31/2025	Reimb Rideshare DEC 2025	80.00
Inv CP 12/2025 Total		80.00
0 Total:		240.00
PRECIADO - Preciado, Celia Total:		240.00
SFRIEZER - Friezer, Sean		
0	03/09/2026	
Inv SF 01/2026		
Line Item Date	Line Item Description	
01/31/2026	Reimb Rideshare JAN 2026	80.00
Inv SF 01/2026 Total		80.00
Inv SF 11/2025		
Line Item Date	Line Item Description	
11/30/2025	Reimb Rideshare NOV 2025	80.00
Inv SF 11/2025 Total		80.00
Inv SF 12/2025		
Line Item Date	Line Item Description	
12/31/2025	Reimb Rideshare DEC 2025	80.00

Inv SF 12/2025 Total		80.00
0 Total:		240.00
SFRIEZER - Friezer, Sean Total:		240.00
WCASTRIL - Castrillon, William		
0	03/09/2026	
Inv WC 01/2026		
Line Item Date	Line Item Description	
01/31/2026	Reimb Rideshare JAN 2026	80.00
Inv WC 01/2026 Total		80.00
0 Total:		80.00
WCASTRIL - Castrillon, William Total:		80.00
Total:		560.00

City of
SOUTH PASADENA

Online Payment Log			
Date	**Vendor**	**Amount**	**Description**
3/4/2026	So Cal Edison	$76,223.85	Online Payment for City Owned Electric Account # 1581.
3/9/2026	So Cal Gas	$1,495.87	Online Payment for City Owned Natural Gas Accounts.
3/10/2026	So Cal Edison	$16,634.88	Online Payment for Various City Owned Electric Accounts.
Total:		***$94,354.60***	

Payroll

Payroll Summary Report

Payroll Date:	**02.27.2026**	**Regular**		
Checks			$	832.86
Direct Deposits			$	578,707.38
IRS Payments			$	109,200.72
EDD - State of CA			$	36,151.95
PERS Pension			$	168,754.02
Deferred Comp			$	37,912.41
PERS Health			$	264,439.20
		Subtotal:	**$**	**1,195,998.54**
		Grand Total:	**$**	**1,195,998.54**

Attachment No. 6

Accounts Payable

Void Check Distribution List

User: hlin
Printed: 2/24/2026 - 11:32 AM
Batch: 00002.02.2026 - VOID CHK 322984

	DR Amount	CR Amount	Acct Number	Description	Vendor
Fund:101General Fund					
	18,862.37	0.00	101-0000-0000-1000-000	Cash & Cash Equivalents	
	0.00	4,968.27	101-3010-3032-8150-000	Telephone	ATTE2011
	0.00	3,784.65	101-3010-3032-8150-000	Telephone	CIN4011
	0.00	69.90	101-3010-3032-8150-000	Telephone	CIN4011
	0.00	2,820.55	101-3010-3032-8150-000	Telephone	CIN4011
	0.00	724.07	101-3010-3032-8150-000	Telephone	ATTE2011
	0.00	2,822.68	101-3010-3032-8150-000	Telephone	CIN4011
	0.00	3,608.73	101-3010-3032-8150-000	Telephone	CIN4011
	0.00	31.76	101-3010-3032-8150-000	Telephone	AT&T5011
	0.00	31.76	101-3010-3032-8150-000	Telephone	AT&T5011
Total for Fund:101	18,862.37	18,862.37			
Grand Total:	18,862.37	18,862.37			

Accounts Payable

Void Check Proof List

User: hlin
Printed: 02/24/2026 - 11:29AM
Batch: 00002.02.2026 - VOID CHK 322984

Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: AT&T5011	AT&T									
Check No: 322984	Check Date:	02/19/2026								
	31.76	331841075634	02/07/2026	AN 331 841-0756 343 2 Serv 2/7-3/6 l					No	0
101-3010-3032-8150-000										
	31.76	331841080234	02/07/2026	AN 331 841-0802 343 6 Services for 2					No	0
101-3010-3032-8150-000										
Check Total:	63.52									
Vendor Total:	63.52									
Vendor: ATTE2011	AT&T DW Holdings, Inc									
Check No: 322985	Check Date:	02/19/2026								
	724.07	1026862119	02/07/2026	AN 831-001-5489 449 Monthly Serv f					No	0
101-3010-3032-8150-000										
	4,968.27	1016862111	02/07/2026	AN 831-001-4896 776 Monthly Serv f					No	0
101-3010-3032-8150-000										
Check Total:	5,692.34									
Vendor Total:	5,692.34									
Vendor: CIN4011	AT&T Mobility									
Check No: 322986	Check Date:	02/19/2026								
	2,822.68	287312118886	02/02/2026	AN 287312118886 Serv 1/3 - 2/2 Janu					No	0
101-3010-3032-8150-000										
	3,784.65	287288006612	02/02/2026	AN 287288006612 Serv 1/3 - 2/2 Janu					No	0
101-3010-3032-8150-000										
	3,608.73	287288006612	12/02/2025	AN 287288006612 Mobile 11/3-12/2/2	AN 287288006612 Mobile 1				No	0
101-3010-3032-8150-000										
	2,820.55	287312118886	12/02/2025	AN 287312118886 11/3-12/2/25 NOV	AN 287312118886 11/3-12/2				No	0
101-3010-3032-8150-000										

Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
101-3010-3032-8150-000	69.90	287351491376	12/06/2025	AN 287351491376 11/7-12/6/25 NOV	AN 287351491376 11/7-12/(				No	0
Check Total:	13,106.51									
Vendor Total:	13,106.51									
Report Total:	18,862.37									

City Council Agenda Report

ITEM NO. 7

DATE: March 18, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **CONSIDERATION OF APPROVAL OF THE REGULAR CITY COUNCIL MEETING MINUTES FOR MARCH 4, 2026**

Recommendation
It is recommended that the City Council approve the minutes from the Regular City Council meeting held on March 4, 2026.

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

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

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

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

Attachment:
Attachment No. 1 - March 4, 2026 Regular City Council Meeting Minutes

CITY OF SOUTH PASADENA
CITY COUNCIL MINUTES
MARCH 4, 2026

CALL TO ORDER:

A regular meeting of the South Pasadena City Council was called to order by Mayor Rossi at 7:07 p.m., on Wednesday, March 4, 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. Councilmember Primuth led the assemblage in the Pledge of Allegiance.

CLOSED SESSION ANNOUNCEMENTS

1. CLOSED SESSION ANNOUNCEMENTS

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

PUBLIC COMMENT

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

Members of the public Kyle Bollin, Colin Campbell, Aidan, Bill Kelly, Susan Seager, Kiera, Linda Louie, Catherine Kelly, Humaira Afzal, Cristina Livardary, Josephine Foley, Huram Ghanim, Ivo Bourgeois, Sam Gurley, Joshua Flancer, Sara Gurley, Alexander Aquino, Angela Bozman, Dennis Acela, Brian Montes, and Olivia Ramirez spoke in person. Member of the public Angelo Gladding spoke remotely.

CHANGES TO THE AGENDA

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

There was no agenda management.

CONSENT CALENDAR

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

Item No. 6 was removed from the agenda at the request of staff and moved to the March 18, 2026, Council meeting. Item No. 8 was pulled from the agenda via public comment.

Motion by Councilmember Braun, seconded by Mayor Pro Tem Ferguson to approve the consent calendar, as amended by the add docs, except Item Nos. 6 and 8. 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

4. CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $1,174,121.42; GENERAL CITY WARRANTS IN THE AMOUNT OF $626,832.52; ONLINE PAYMENTS IN THE AMOUNT OF $42,193.40; VOIDS IN THE AMOUNT OF ($6,499.18); PAYROLL IN THE AMOUNT OF $989,128.73, was approved.

Recommendation

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

5. CONSIDERATION OF APPROVAL OF THE REGULAR CITY COUNCIL MEETING MINUTES FOR JANUARY 21, FEBRUARY 4 AND FEBRUARY 18, 2026, THE SPECIAL CITY COUNCIL MEETING MINUTES FOR FEBRUARY 25, 2026 AND THE SPECIAL JOINT CITY COUNCIL MEETING MINUTES FOR JANUARY 21, 2026, were approved.

Recommendation

It is recommended that the City Council approve the minutes from the Regular City Council meetings held on January 21, February 4, and February 18, 2026, the Special City Council meeting held on February 25, 2026 and the Special Joint City Council and Finance Commission meeting held on January 21, 2026.

6. **CONSIDERATION TO APPROVE PURCHASE ORDERS WITH SIERRA AUTO GROUP, HOM COMMUNICATIONS AND MOTOROLA SOLUTIONS INC. FOR THE PURCHASE OF AND THE OUTFITTING OF ONE 2026 CHEVROLET SILVERADO EV AND TWO 2024 CHEVROLET BLAZER EV'S USING THE CALIFORNIA HIGHWAY PATROL'S CANNABIS TAX FUND GRANT PROGRAM**, was removed from the agenda at the request of staff.

Recommendation

It is recommended that the City Council:

1. Award a contract to Sierra Auto Group for the purchase of two 2024 Chevrolet Blazer Police Pursuit Vehicle (PPV) EV's and one 2026 Chevrolet Silverado PPV EV using the Cannabis Tax Grant funds from the expense account number 244-4010-0004-8520-000 (Machinery and Equipment) with a total not to exceed $163,000.00.
2. Award a contract to Motorola Solutions, Inc. for the purchase of three APX8500 vehicle radio systems with the amount not to exceed $34,000.00.
3. Award a contract to Hom Communications for outfitting of two Chevy Blazer EV's and one Chevy Silverado EV with the amount not to exceed $86,000.00.
4. Adopt a Resolution (Attachment 6) appropriating $35,000.00 from fund 272 (COPS grant) to the expense account number 272-4010-4018-8540 (Auto Equipment - AB 3229 99) to fully fund the outfitting for three vehicles.
5. Approve and authorize the City Manager or designee to execute the appropriate Purchase Orders.

7. **CONSIDERATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT TO RETAIN PACIFIC CREDIT SERVICES FOR THE COLLECTION OF THE CITY'S OUTSTANDING ACCOUNTS RECEIVABLES**, was approved.

Recommendation

It is recommended that the City Council:

1. Approve a professional services agreement with Pacific Credit Services (Attachment 1) to recover delinquent accounts receivable over 90 days past due; and
2. Authorize the City Manager to execute the agreement, and all related documents, in a form approved by the City Attorney.

8. **CONSIDERATION OF APPROVAL OF A TASK ORDER WITH HDR ENGINEERING INC. FOR ENGINEERING DESIGN SERVICES RELATED TO THE MERIDIAN, GREVELIA AND EL CENTRO PEDESTRIAN CROSSING DEVICES PROJECT FOR A NOT TO EXCEED AMOUNT OF $112,342**, was approved.

Recommendation

It is recommended that the City Council:

1. Approve the Task Order (Attachment No. 1) with HDR Engineering Inc. (HDR) to provide engineering design services for the Meridian, Grevelia and El Centro Pedestrian Crossing Devices Project (Project) in an amount not-to-exceed $112,342; and
2. Authorize the City Manager, or designee, to execute all related documents.

Member of the public Bianca Richards spoke to the item.

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

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

9. **CONSIDERATION OF APPROVAL OF THE FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH THE MOORE IACOFANO GOLTSMAN INC., FOR GEOGRAPHIC INFORMATIONAL SYSTEMS SERVICES INCREASING THE COMPENSATION IN THE AMOUNT OF $100,000 FOR A NEW AGGREGATE TOTAL OF $150,000 AND EXTENDING THE TERM BY THREE YEARS FOR A MAXIMUM FIVE YEAR TERM**, was approved**.**

Recommendation

It is recommended that the City Council approve the First Amendment to the Professional Services Agreement with Moore Iacofano Goltsman Inc., for geographic informational system services.

10. **CONSIDERATION TO APPROVE THE PURCHASE OF ONE ZOLL X-SERIES ADVANCED CARDIAC MONITOR/DEFIBRILLATOR FROM ZOLL MEDICAL CORPORATION IN THE AMOUNT OF $65,117.93 AND WAIVE COMPETITIVE BIDDING AS SET FORTH IN SOUTH PASADENA MUNICIPAL CODE SECTION 2.99-29(9)(D)**, was approved.

Recommendation

It is recommended that the City Council:

1. Approve the purchase of one ZOLL X-Series Advanced Cardiac Monitor/Defibrillator from ZOLL Medical Corporation in the amount not to exceed $65,117.93;
2. Waive the formal bidding requirements and purchase pursuant to Municipal Code Section 2.99-29(9)(d) and the City's Purchasing Policy; and
3. Authorize the City Manager, or designee, to execute the Purchase Order and all related documents.

11. CONSIDERATION TO AUTHORIZE SUBMITTAL OF A GRANT APPLICATION TO THE CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (CAL OES) FOR $250,000 FOR THE CITY OF SOUTH PASADENA, CRITICAL INFRASTRUCTURE CYBERSECURITY AND CONTINUITY MODERNIZATION INITIATIVE, was approved.

Recommendation

It is recommended that the City Council authorize the preparation and submittal of a grant application to the California Governor's Office of Emergency Services (Cal OES) in the amount of up to $250,000 to support cybersecurity modernization and critical infrastructure resilience improvements.

12. CONSIDERATION OF APPROVAL OF AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH ITERIS INC. FOR ENGINEERING DESIGN SERVICES RELATED TO THE NORTH-SOUTH CORRIDOR INTELLIGENT TRANSPORTATION SYSTEMS DEPLOYMENT ON FAIR OAKS AVENUE PROJECT (RABA01-5071(024)), FOR A NEW TOTAL CONTRACT AMOUNT OF $483,558 AND APPROVAL OF RESOLUTION NO. 7983 APPROPRIATING MEASURE R LOCAL RETURN AND MEASURE M LOCAL RETURN FUNDS FOR THE PROJECT, was approved.

Recommendation

It is recommended that the City Council:

1. Approve an amendment to the Professional Services Agreement with Iteris Inc. (Attachment No. 1) to provide engineering design services for the North-South Corridor Intelligent Transportation Systems (ITS) Deployment on Fair Oaks Avenue Project (Project) for a new not to exceed total of $483,558; and
2. Adopt Resolution No. 7983 (Attachment No. 2) amending the Fiscal Year 2025-2026 Capital Improvement Project budget to appropriate $500,000 to the project budget.

13. CONSIDERATION TO ADOPT RESOLUTION 7984 TO ADD ONE (1) FULL-TIME LIBRARIAN POSITION, RECLASSIFY TWO (2) PART-TIME MANAGEMENT INTERNS TO FOUR (4) MAINTENANCE ASSISTANTS, AND ESTABLISH THE CUSTOMER SOLUTIONS JOB SERIES CONSISTING OF FOUR (4) NEW JOB SPECIFICATIONS WITH SALARY RANGES, was adopted.

Recommendation

It is recommended that the City Council approve the adoption of Resolution No. 7984 to add one (1) new Librarian position to the budget; reclassify two (2) part-time Management Intern positions to four (4) part-time Maintenance Assistants; and establish a new Customer Solutions job series that comprises the following job specifications and provide salary ranges: a) Customer Solutions Representative; b) Lead Customer Solutions Representative; c) Customer Solutions Supervisor; and d) Customer Solutions Manager.

ACTION/DISCUSSION

14. CONSIDERATION OF RESOLUTION NO. 7985 APPROVING THE PURCHASE AND SALE AGREEMENTS WITH THE STATE OF CALIFORNIA, DEPARTMENT OF TRANSPORTATION FOR THE PURCHASE OF TWELVE SURPLUS PROPERTIES (1131 COLUMBIA STREET, 215 FAIRVIEW AVENUE, 302 FAIRVIEW AVENUE, 529 PROSPECT AVENUE, 530 ORANGE GROVE BOULEVARD, 534 ORANGE GROVE BOULEVARD, 535 MERIDIAN AVENUE, 901 BONITA DRIVE, 540 PROSPECT AVENUE, 1037 & 1039 GREVELIA STREET, 808 VALLEY VIEW ROAD AND 822 VALLEY VIEW ROAD) AND ACCEPTING THE PROPERTY FROM THE DEPARTMENT OF TRANSPORTATION PENDING APPROVAL FROM THE CALIFORNIA TRANSPORTATION COMMISSION

Recommendation

It is recommended that the Council:

a Adopt Resolution No. 7985 approving the purchase of the twelve surplus properties from the State of California, Department of Transportation;

b Approve and ratify the executed purchase and sale agreements for such properties; and

c Accept the properties from Caltrans pending approval from the California Transportation Commission.

No members of the public spoke to the item.

Questions asked and answered of staff included what the timeframe for purchase, marketing, and sale of the properties is.

Discussion included but not limited to clarifying public understanding of the City's role and risk; the importance of communicating to the public that the city's intent is to purchase and then timely sell the improved Caltrans homes, not to hold them long-term as City-owned assets, reducing financial risk associated with carrying those assets; and using the proceeds to advance affordable housing priorities.

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

15. CONSIDERATION TO RECEIVE AND FILE THE MID-YEAR BUDGET REVIEW FOR FISCAL YEAR 2025-2026, ADOPT A RESOLUTION APPROVING THE MID-YEAR BUDGET ADJUSTMENTS; AND REVIEW THE DECEMBER MONTHLY BUDGET REPORT, GENERAL FUND 5-YEAR FORECAST AND FISCAL YEAR 2026-2027 BUDGET CALENDAR

Recommendation

It is recommended that the City Council:

1. Receive a presentation of the Mid-Year Budget Review for Fiscal Year 2025-2026 (Attachment 1);
2. Adopt a Resolution approving the proposed mid-year adjustments (Attachment 2);
3. Review the monthly budget report through December 31, 2025 (Attachment 4);
4. Review the initial 5-year General Fund Forecast (Attachment 5);
5. Receive and file the tentative Fiscal Year 2026-2027 Budget Calendar (Attachment 6); and
6. Provide direction, as appropriate.

No members of the public spoke to the item.

Questions asked and answered of staff included confirmation and explanation regarding the change from using one large capital fund (Fund 400) to separate project accounts; how does moving each capital project out of Fund 400 into its own account make post-completion accounting and grant reimbursement easier; is this change intended to stop the prior practice of one giant fund with heavy use of transfers in/out that was hard to reconcile; whether this improved practice could be formalized in policy so future budgets continue to budget CIP by individual project and avoid reverting to the old method; could future monthly and mid-year reports show budget and actual side-by-side with percentages on the same line; why benefits appeared so far over 50% mid-year and whether that meant the City was over budget in that category; more clarity on cash-flow timing; how the city can track "cash in/cash out" by month to understand big flows, like the July UAL payment and lump-sum revenues, and avoid misinterpreting mid-year percentages; over how many months did the doubled fees from credit card occur; how much of the $55,000 increase was attributable to the doubled rate vs. increased usage; how many different credit-card vendors is the city using, and is staff looking at consolidating to a single system; how and when transfers are made, and how are promises to fund public safety or other ongoing obligations reflected at year-end vs. during mid-year adjustments; how often will the five-year forecast be updated and whether it can be revised earlier if economic conditions change; how will macro-economic risks be addressed; is there a systematic way of tracking deferred

maintenance needs rather than addressing them ad hoc when something fails; what level of deferred maintenance is the city willing to tolerate, given likely limitations on revenues compared to larger cities; and given the scale of long-term needs how can the city use reserves prudently, saving for future capital in a disciplined way, and integrating that into the forecast and policies.

Discussion included but not limited to praise for the clarity and professionalism of the mid-year report and forecast; strength of the financial reports; appreciation for the trade-offs and finding savings; support moving away from a single large capital fund with many transfers; moving toward project-level capital accounts to make it easier to track expenditures, reconcile grants, and show the public how each project is funded; being intentionally conservative with revenue assumptions and not assuming best-case growth; not using reserves or one-time money for ongoing operations and instead identifying savings and efficiencies, and re-prioritizing spending within the existing budget envelope; the city's significant deferred maintenance and capital needs; being strategic about what level of deferred maintenance is acceptable, and developing a disciplined, long-term saving approach rather than addressing problems only when they fail; building out internal service funds; using one-time money over the next few years to "catch up" key areas, while operationalizing replacement costs over time; noting the city's healthy reserves while acknowledging that reserves alone cannot cover the total backlog of capital needs; the usefulness of the five-year forecast as a tool to see pressure points early and make policy decisions before there is a crisis; desire to codify new practices into written financial policies; and using the upcoming budget process as an opportunity to review and update existing financial policies, and make the improved practices a standard going forward, not just a one-time fix.

Motion by Councilmember Primuth, seconded by Mayor Pro Tem Ferguson 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

16. CONSIDERATION OF THE ADOPTION OF RESOLUTION NO. 7987 ADOPTING THE TECHNOLOGY DISRUPTION POLICY FOR CITY COUNCIL MEETINGS IN COMPLIANCE WITH SENATE BILL 707

Recommendation

It is recommended that the City Council adopt Resolution No. 7987, adopting the Technology Disruption Policy for City Council meetings and direct staff to implement the policy effective July 1, 2026, in compliance with state law.

No members of the public spoke to the item.

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

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

PUBLIC COMMENT CONTINUED

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

There was no continued public comment.

COMMUNICATIONS

18. COUNCILMEMBER COMMUNICATIONS

Councilmember Braun reported on a meeting of the Southern California Edison Government and Community Participation Group. She relayed information relating to rate increases from 2001–2019, which were below local inflation. From 2019–2024, SCE rate trends outpaced inflation, which is why many customers felt bill impacts. From 2024–2030, Edison projects system average rate growth at or below inflation, so electric rates are expected to track with inflation going forward.

Councilmember Cacciotti presented photos of recent observations around town including a micro-forest installation at Nature Park by community volunteers, a fire department badge pinning ceremony, the Lunar New Year Festival, and Mayor Pro Tem Ferguson presenting to the South Pasadena Chinese Club at Marengo. He also thanked staff for meeting onsite with a resident about a sewer connection issue involving city and county sewer infrastructure and praised staff responsiveness and credited the culture and expectations set by City Manager Hileman and implemented by staff. He also recognized City Hall staff, highlighted his attendance at a fundraiser for Assemblymember Fong in Monterey Park, along with other local officials, and mentioned the current price of gas.

Mayor Rossi shared that she may host a small reception recognizing Nowruz, a major cultural holiday in her tradition celebrated across Western and Southwestern Asia, at the next Council meeting but she is unsure whether to proceed, given current world events. She further reported talking with leaders from local nonprofits and community groups and observed a strong desire among them to connect and coordinate, thus she is exploring a convening of community groups to bring different nonprofit and community leaders together to help re-engage the broader community and improve coordination of events and activities across organizations.

19. CITY MANAGER COMMUNICATIONS

City Manager Hileman thanked the City Council for their support, specifically their support to the Finance team, noting 12 months ago, the city had limited clarity on how much money was in the bank and seven months ago, staff brought forward a budget they were only about 85% comfortable with. He emphasized how far the organization has come in a short time, given the improved budget accuracy of the mid-year review and five-year forecast presented earlier in the evening, and expressed hope that this work will make the upcoming May–June budget discussions easier.

ADJOURNMENT

On order of the Mayor, the City Council meeting adjourned at 9:09 p.m., without objection.

ATTEST:

Nikima S. Newsome
Chief City Clerk

APPROVED:

Sheila Rossi
Mayor

City Council Agenda Report

ITEM NO. 8

DATE: March 18, 2026

FROM: Sheila Rossi, Mayor

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **CONSIDERATION OF APPROVING THE MAYOR'S LIST OF CITY COUNCIL LIAISON AND REGIONAL GROUP APPOINTMENTS**

Recommendation

It is recommended that the City Council approve Mayor's list of City Council Liaisons to the City's Commissions and the appointments to the Regional Group Appointments.

Executive Summary

This is a list of appointments made by the Mayor for City Council Liaisons to City Commissions and Regional Groups and has been updated to reflect one change to one appointment.

Background

At the commencement of a Mayoral term, appointments are made to various commissions, boards, committees, and regional groups for the calendar year. The majority of appointments are recommended by the Mayor for Council approval; however, several agencies and organizations require City Council action by resolution. In addition, some appointments are voted by the regional group or separate resolution and are listed on the Mayor's appointment list for informational purposes only. All previous appointments are to remain the same excluding one alteration to the South Pasadena Chamber of Commerce legislative appointment.

Analysis

The Mayor has submitted a revised list of City Council Liaison and Regional Group Appointments to the City Clerk's Office. The revision includes removal of Mayor Pro Tem Ferguson as the liaison for the South Pasadena Chamber of Commerce – Legislative Committee due to time constraints. This is a routine annual item that requires approval by the City Council.

Fiscal Impact

Expenses for attending regional meetings are budgeted on an annual basis in the City Council budget.

Attachment:
Attachment No. 1 - List of Regional Appointments

Liaison and Regional Group Appointments
Mayor
January 21, 2026, to December 2026

City Commissions, Boards, and Committees	Appointed Liaison
Cultural Heritage Commission	Janet Braun
Community Services Commission	Sheila Rossi
Finance Commission	Janet Braun
Library Board of Trustees	Jon Primuth
Natural Resources and Environmental Commission	Michael Cacciotti
Planning Commission	Sheila Rossi
Public Art Commission	Janet Braun
Public Safety Commission	Omari Ferguson
Public Works Infrastructure Commission	Omari Ferguson
Ad Hoc/ Committees and other assignments	**Appointed Liaison(s)**
Ad Hoc Committee: City Council and South Pasadena Unified School District	Rossi, Braun and City Manager
Ad Hoc Committee: Climate Action Plan Review	Rossi and Ferguson
Representative: South Pasadena Chamber of Commerce – Legislative	~~Ferguson~~
Representative: South Pasadena Chamber of Commerce – Economic Development	Primuth
Representative: South Pasadena Chamber of Commerce – Chamber Board	City Manager/Assistant City Manager

Regional Groups – Appointment by City	Appointed Liaison	Alternate(s)
🗎 Arroyo Verdugo Communities Joint Powers Authority Governing Board	Rossi	Primuth
California Contract Cities Legislative Committee	Primuth	Rossi
Foothill Employment and Training Consortium Policy Board	Primuth	Rossi
Independent Cities Association	Rossi	Braun
★ Los Angeles County City Selection Committee	(always Mayor)	Mayor Pro Tem
🗎 ★ Δ Los Angeles County Sanitation Districts, Board of Directors, District 16	(always Mayor)	Mayor Pro Tem
CalCities, Los Angeles Division and Annual Conference	Braun	Primuth

🗎 ❖ Δ	Metro Gold Line Phase II Joint Powers Authority (JPA)	Cacciotti	Primuth
🗎 ❖	Metro Gold Line Construction Authority Board of Directors	Mendel Thompson, Glendora Mayor Pro Tem (expires 12/31/2027)	Paul Leon, Ontario Mayor (expires 12/31/2027)
🗎 ❖ Δ	San Gabriel Valley Council of Governments Governing Board	Rossi	Cacciotti
🗎	Santa Monica Mountains Conservancy Advisory Committee	Cacciotti	Primuth
🗎 ❖ Δ	Southern California Association of Governments General Assembly	Rossi	Primuth
🗎 ❖ Δ	San Gabriel Valley Mosquito and Vector Control District Board of Directors	Robert S. Joe (Resident) (expires 12/31/2027)	
🗎❖	Clean Power Alliance Board of Directors	Ferguson	Casey Law

Regional Groups –Appointment by Regional Group	**Appointed Liaison**	**Alternate(s)**
⚐ Δ 🗎 Arroyo Verdugo Communities Joint Powers Authority Appointed Representative to the Southern California Association of Governments (SCAG) Policy Committee (TC)	Rossi	Braun
San Gabriel Basin Water Quality Authority	Robert Gonzales, City of Azusa (Expires: January 2030)	Jeffrey Maloney, City of Alhambra (Expires: January 2030)
🗎 ⚐ Δ South Coast Air Quality Management District San Gabriel Valley Board Member	Cacciotti (Expires: January 15, 2028)	
Metro San Gabriel Valley Service Council	John Wu, San Gabriel Councilmember (Expires: June 30, 2026)	N/A

🗎 **Requires FPPC Form**
❖ **Council vote**
★ **Board Member is current Mayor; Alternate is appointed by Mayor**
⚐ **Voted by Regional Group**
Δ **Stipend**

City Council Agenda Report

ITEM NO. 9

DATE: March 18, 2026

FROM: Sheila Rossi, Mayor

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **CONSIDERATION OF APPOINTMENTS TO CITY BOARDS, COMMISSIONS, AND COMMITTEES**

Recommendation

It is recommended by Mayor Rossi that the City Council appoint the following residents to City Boards, Commissions, and Committees for a full-term ending on December 31, 2026:

1. Yifang "Batia" Lou to the Planning Commission as the Youth Commissioner.
2. Inah Lauren Chang to the Library Board of Trustees as the Youth Commissioner.
3. Lorcan Swift to the Natural Resouces and Environmental Commission as the Youth Commissioner.
4. Luke Kwak to the Public Safety Commission as the Youth Commissioner.

Executive Summary

On December 3, 2025, the City Council adopted an ordinance amending Chapter 2 of the South Pasadena Municipal Code to authorize the appointment of non-voting youth members to City boards and commissions. The ordinance allows the Mayor, with City Council approval, to appoint one youth member between the ages of 14 and 18 to serve in an advisory capacity on any board or commission. Youth members must be residents of the City of South Pasadena, or students currently enrolled at South Pasadena High School, and may serve up to two one-year terms. The purpose of the program is to increase youth engagement in local government, provide opportunities for civic participation, and incorporate youth perspectives into City decision-making. The recommended action appoints youth commissioners to eligible boards and commissions in accordance with the recently adopted ordinance.

Background

In 2025, the City Council directed staff to explore opportunities to increase youth participation in City governance and civic affairs. In response, the City Council adopted an ordinance on December 3, 2025, amending provisions of Chapter 2 of the South Pasadena Municipal Code governing boards and commissions. The ordinance created a framework for the appointment of youth members to City boards and commissions as non-voting advisory participants.

Under the ordinance, the Mayor may appoint one youth member to any board or commission, subject to City Council approval. Youth members must be between 14 and 18 years of age and must either reside in the City of South Pasadena or be currently enrolled at South Pasadena High School. Youth commissioners serve in an advisory, non-voting capacity and must provide written parental or guardian consent prior to appointment. The term of office for youth members is one calendar year, beginning January 1 and ending December 31, and

youth members may serve a maximum of two terms on the same board or commission.

The youth commissioner program is intended to encourage civic engagement among local youth, provide educational opportunities related to public service, and allow boards and commissions to benefit from the perspectives and experiences of younger residents and students in the community. Staff has coordinated outreach and recruitment efforts to identify interested applicants, and the Mayor has nominated candidates for appointment consistent with the requirements of the ordinance.

The City has continued community outreach to solicit applications to fill these and other advisory body vacancies. Existing unscheduled vacancies and vacancies occurring in 2026 have been posted on the City's website consistent with the Maddy Act. For residents interested in serving on a City advisory body, the application is available on the City website or in the City Clerk's Office.

Fiscal Impact
Cost for onboarding, training, and conducting commission meetings have been accounted for in department budgets.

City Council Agenda Report

ITEM NO. 10

DATE: March 18, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nick Kimball, Assistant City Manager/CFO

SUBJECT: **CONSIDERATION TO AUTHORIZE SUBMITTAL OF A GRANT APPLICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ECONOMIC DEVELOPMENT INITIATIVE IN THE AMOUNT OF $6,000,000 FOR REHABILITATION AND MODERNIZATION OF THE CROWELL FAMILY YMCA**

Recommendation

It is recommended that the City Council:

a. Authorize the preparation and submittal of a Community Project Funding (CPF) grant application to U.S. Representative Judy Chu for consideration for inclusion in the U.S. Department of Housing and Urban Development's (HUD) Economic Development Initiative (EDI) in the amount of $6,000,000 to support rehabilitation and modernization of the Crowell Family YMCA, located at 1605 Garfield Avenue, South Pasadena;
b. Authorize the City Manager, in the event the grant application is selected and an award is offered, to return to City Council to present the terms of a Memorandum of Understanding between the City of South Pasadena and the YMCA of Metropolitan Los Angeles under which the City would serve as the grant fiduciary and the YMCA would serve as the project implementing entity; and
c. Provide additional direction, as appropriate

Executive Summary

This item requests City Council authorization to submit a Community Project Funding (CPF) grant application to Congresswoman Judy Chu for a $6,000,000 federal appropriation through the U.S. Department of Housing and Urban Development's Economic Development Initiative (HUD EDI). The requested funds would support a $14,000,000 rehabilitation and modernization project at the Crowell Family YMCA, located at 1605 Garfield Avenue in South Pasadena.

The Crowell Family YMCA has served South Pasadena and surrounding communities for over 60 years and is a recognized hub for youth development, senior services, family programming, and community wellness. A professional facility assessment identified aging infrastructure, code compliance deficiencies, and ADA accessibility gaps that require comprehensive renovation. The proposed renovation includes modernization of the aquatics center, expanded fitness and program spaces, full ADA compliance improvements, and energy-efficient infrastructure upgrades.

The YMCA has secured $8,556,200 in private matching funds to date, and the requested

federal appropriation of $6,000,000 would bring the project to its full funding target. If the grant is awarded, staff would return to City Council with a proposed Memorandum of Understanding under which the City would serve as grant fiduciary and the YMCA would serve as the project implementing entity, consistent with federal requirements for this funding account.

Background

The Crowell Family YMCA (formerly the San Marino-South Pasadena YMCA) has operated at 1605 Garfield Avenue in South Pasadena for over 60 years. The facility serves residents of South Pasadena, San Marino, and surrounding communities through a broad range of programming, including aquatics instruction and water safety, youth development and after-school enrichment, early childhood education, senior fitness and health programming, and family wellness services.

A professional facility assessment identified equipment and building systems that have reached or exceeded their expected service lives, the need to meet current building code standards, and address ADA accessibility deficiencies that limit access for elderly and disabled residents. The proposed $14,000,000 renovation addresses these conditions and includes modernization of the aquatics center, expansion of fitness and wellness areas, upgraded community program rooms, full ADA compliance improvements, and integration of energy-efficient HVAC, lighting, and water conservation systems.

In February 2025, the YMCA launched a capital campaign to fund a comprehensive rehabilitation of its 22,000-square-foot facility. In conjunction with the campaign launch, the center was renamed the Crowell Family YMCA in recognition of a lead philanthropic gift from Andrew Crowell and the Crowell family, who have supported the YMCA across multiple generations.

The YMCA has secured $8,556,200 in private funding from philanthropic sources in support of the capital campaign. To close the remaining funding gap, the YMCA requested that the City of South Pasadena submit a CPF application on its behalf to Congresswoman Judy Chu's office for inclusion in the FY2027 federal appropriations process.

The application submission deadline to Congresswoman Chu's office is March 8, 2026. The application was submitted administratively in advance of that deadline to preserve eligibility, subject to City Council ratification and authorization.

Analysis

The FY2027 Community Project Funding program administered through the House Appropriations Committee allows individual Members of Congress to include community-identified capital projects in the annual federal appropriations bill. The HUD Economic Development Initiative account is one of several eligible funding accounts and is authorized to fund capital rehabilitation of public and community-serving facilities, public infrastructure improvements, and projects that remove architectural barriers for elderly and disabled persons, consistent with 42 U.S.C. § 5305(a)(2), (4), and (5).

The Crowell Family YMCA as a Community Partner

The City's role in this application is to serve as the applicant entity and, if the grant is awarded, as the federal grant fiduciary. Because grants of this type require a governmental entity as the recipient, the YMCA cannot apply directly. For this reason, it is appropriate for the City Council to evaluate the YMCA's suitability as a project implementing partner before authorizing the

application.

Staff has assessed the YMCA's organizational qualifications, community standing, and financial capacity and finds that the YMCA of Metropolitan Los Angeles, through the Crowell Family YMCA, represents an appropriate implementing partner for this grant. The relevant findings are as follows:

- Organizational Tenure and Community Integration. The Crowell Family YMCA has operated continuously in South Pasadena for over 60 years and provides programming that directly serves low- and moderate-income youth, families, seniors on fixed incomes, and residents with disabilities – the populations identified in HUD's statutory eligibility criteria. The YMCA is a branch of the YMCA of Metropolitan Los Angeles, a large, established nonprofit with twenty-eight (28) centers throughout Los Angeles County.

- State Recognition. In June 2025, the Crowell Family YMCA was named California's Nonprofit of the Year by the State Legislature, recognizing its service to the community and its response to area wildfires that displaced thousands of families. The YMCA mobilized over 30,000 volunteers in the wake of the January 2025 Eaton Fire and continues to provide on-site supportive services, including benefits assistance, housing referrals, and mental health linkages through licensed clinical social workers.

- Capital Campaign Track Record. The YMCA has demonstrated the ability to raise private philanthropic capital for this project. As of the date of application, $8,556,200 in private contributions has been secured, representing approximately sixty one percent (61%) of the total project cost. This level of private investment reflects organizational credibility and community confidence in the project.

- Professional Project Readiness. The YMCA has engaged architects and obtained professional construction cost estimates for the proposed renovation. The project has a defined scope, a phased implementation plan, and contractor estimates that formed the basis of the cost information included in the CPF application. The YMCA has confirmed it can obligate all appropriated funds within twelve (12) months of enactment, as required by the program.

- Broad Community Support. The CPF application is supported by letters from Assemblymember Mike Fong (CA-49), San Marino Mayor Tony Chou, Pasadena City College, and Dads Uniting Dads in Education and Service (D.U.D.E.S.). This level of multi-jurisdictional and cross-sector support reflects the YMCA's standing as a regional community asset.

Staff notes that the City may receive future requests from other organizations seeking similar grant application support. In evaluating those requests, the factors described above – organizational tenure, demonstrated financial capacity, project readiness, and breadth of community support – represent the criteria against which the appropriateness of the City serving as applicant and fiduciary should be assessed.

Proposed Fiduciary Structure
If the grant application is selected and an award is offered, the City would serve as the federal grant recipient and fiduciary, responsible for receiving and disbursing funds in compliance with federal requirements. The YMCA would serve as the project implementing entity, responsible

for executing the construction contract and managing the renovation. The terms of this arrangement would be formalized through a Memorandum of Understanding (MOU) between the City and the YMCA. If the grant is selected, staff would return to City Council with the proposed MOU terms, a budget amendment, and any other required authorizations prior to accepting the award.

Fiscal Impact
Authorizing submission of the grant application does not appropriate new City funding and has no direct fiscal impact at this time. The YMCA took the lead in preparing the necessary narratives and related documentation, so the minimal cost of submitting the application (less than 2 hours) is absorbed within existing staff time.

The total project cost is $14,000,000. Private funding of $8,556,200 has been secured by the Crowell Family YMCA. The requested federal appropriation is $6,000,000 through the HUD Economic Development Initiative account. No City match is required under this funding account.

In the event the grant is awarded, staff would return to City Council with a proposed budget amendment to appropriate the grant funds and a proposed MOU establishing the fiduciary arrangement. All grant funds would flow through a dedicated project account. The City would not be obligated to contribute General Fund resources to the project; however, as fiduciary, the City would bear administrative responsibility for grant compliance. Staff would identify any associated administrative costs at the time a grant acceptance is presented to Council and include reimbursement of City staff costs in a MOU with the YMCA.

Attachment:
Attachment 1 - CPF 2027 YMCA Application

Attachment 1

Rep. Judy Chu FY2027 Community Project Funding (CPF) Appropriations Requests

Submit this form if you have **CPF requests for FY2027**. The deadline to submit to Congresswoman Chu is Sunday, March 8, 2026, by 11:59pm PT.

DO NOT submit this form for programmatic or language requests. Instead, use this form: https://forms.office.com/g/HPEm68eSu3

1. The Appropriations Committee has released its guidance for FY27 Community Project Funding.

   While the Committee is maintaining similar eligible program accounts and guidance from FY26, some of the guidance has changed. For example, one major change is that the Committee is now accepting projects in the Labor-Health and Human Services subcommittee, but only under the Health Resources and Services Administration account. It is your responsibility to review the FY27 guidance and ensure your project is eligible.

   Please thoroughly read the guidance at the following link and ensure that your submission meets all requirements for the specific subcommittee, agency, and account under which you are applying: https://appropriations.house.gov/fy27-member-requests/fy27-guidance-overview

   Please note that nonprofit entities will continue to be ineligible for the Economic Development Initiative (EDI) account. *

   ◉ By checking this box, you acknowledge that you have reviewed the FY2027 guidance to confirm your submission is eligible and meets all requirements.

2. Appropriations Subcommittee *

   ○ Agriculture, Rural Development, Food and Drug Administration, and Related Agencies

- ○ Commerce, Justice, Science, and Related Agencies
- ○ Energy and Water Development
- ○ Homeland Security
- ○ Interior, Environment, and Related Agencies
- ○ Labor, Health and Human Services, and Education
- ○ Military Construction, Veterans Affairs, and Related Agencies
- ◉ Transportation, and Housing and Urban Development, and Related Agencies

3. Transportation, and Housing and Urban Development, and Related Agencies

Select Federal Agency: *

- ◉ Department of Housing and Urban Development (HUD)
- ○ Department of Transportation

4. Department of Housing and Urban Development (HUD)

Select account: *

- ◉ Community Development Fund - Economic Development Initiatives

5. Requesting Entity (Legal Title) *

City of South Pasadena

6. Full Address of Requesting Entity *

1414 Mission St. South Pasadena CA 91030

7. Is the requesting entity located in CA-28? https://www.house.gov/representatives/find-your-representative *

- (●) Yes
- ( ) No

8. Contact Information (Name, Title) *

Nick Kimball, Assistant City Manager/ Chief Financial Officer

9. Staff Contact Phone Number *

(626)403-7230

10. Staff Contact Email *

amedina@southpasadenaca.gov

11. Project Title *

Crowell Family YMCA Facility Renovations & Modernization

12. Federal Funding Level Requested (Fiscal Year 2027 Only) *

$6,000,000.00

13. Total Cost of Project *

$14,000,000.00

14. Breakdown of Sources for Matching Funds (Describe all local, state, and/or private funding. Are these funds secured, expected, or are you still seeking matching funds? Please check the Committee guidance to determine if the account you are applying under requires matching funds.) *

The Crowell Family YMCA has received $8,556,200 from private funding sources, inclu

15. Can the project obligate all appropriated funds within 12 months after enactment? *

- (●) Yes
- ( ) No

16. Project Description (Please limit to 2000 characters) *

The City of South Pasadena is requesting $6,000,000 in Community Project Funding through the U.S. Department of Housing and Urban Development's Economic Development Initiative to rehabilitate and modernize the Crowell Family YMCA Center and its Aquatics Center, located at 1605 Garfield Avenue, South Pasadena, California. This funding will help remodel aging infrastructure and ensure ADA compliance for a heavily utilized community facility that serves low- and moderate-income youth, hardworking families, and seniors living on fixed incomes who reside in California's 28th Congressional District.

This request is exclusively for capital rehabilitation and construction activities. No operational funding is being sought.

The proposed $14 million renovation includes modernization of the aquatics center, expansion of fitness and wellness areas, upgraded community program rooms for youth and senior programming, full ADA accessibility improvements, and integration of energy-efficient and water-conserving infrastructure. Infrastructure upgrades will include energy-efficient HVAC, LED lighting, ventilation equipment, and safety renovations to the chemical storage and delivery system in the aquatics area.

Improvements to the Crowell Family YMCA will allow the facility to expand

17. Project Justification (Please include how this project will benefit the community) *

This project will deliver measurable, community-wide benefits. Modernized aquatics facilities will expand swim instruction for youth, provide water therapy and low-impact exercise for seniors, and increase drowning prevention and water safety education. Enhanced fitness and program spaces will allow for expanded after-school enrichment, early learning support, health education workshops, and multigenerational programming. Flexible community rooms will provide space for nonprofit partnerships, health screenings, educational seminars, and culturally responsive programming that responds to the needs of residents.

Renovations to ensure ADA compliance will benefit elderly and disabled South Pasadena residents (approximately 20% of the City's total population when combined), who rely on the facility as a community space and a center for senior-focused programming. Improvements to increase accessibility enhance the facility's capacity to provide services to community members. By integrating energy-efficient and water-conserving infrastructure, the facility will continue to generate a long-standing, positive impact on South Pasadena residents and the surrounding area.

The proposed renovation directly advances HUD's statutory objectives under 42 U.S.C. § 5305(a)(2), reconstruction of a public facility providing community services; § 5305(a)(4), reconstruction of neighborhood-serving infrastructure; and § 5305(a)(5), removal of architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons.

The Crowell YMCA is responsive to the needs of the residents we serve. One year after the wildfires, less than a dozen lost homes have been rebuilt, leaving many families displaced. The YMCA mobilized 30,000 volunteers in the wake of the Eaton wildfire, which destroyed 9,000 buildings and took the lives of at least 19 people. The Center continues this vital work today, and has scaled its immediate response services to provide intentional whole-person care to affected families. Multidisciplinary teams staffed by in-house licensed clinical social workers (LCSWs) provide supportive services, including benefits assistance, housing referrals, and mental healthcare linkages.

By modernizing this facility, we will continue to expand capacity for supportive

18. Is the project location address the same as the requesting entity address? If not, please give the full project location address. *

1605 Garfield Avenue, South Pasadena, CA, 91030

19. If you are a public entity, is the project on your Capital Improvement Program? *

If yes, you will be required to submit documentation if your application is selected for submission.

- ○ Yes
- ◉ No
- ○ N/A (not a public entity)

20. Please explain why it is not on your Capital Improvement Plan *

Renovations to the Crowell Family YMCA are not included in the City of South Pasade

21. Explanation of how the federal funds will be spent (i.e. on equipment, construction, labor, etc.) *

Federal funds will be spent on construction to the Crowell Family YMCA facility. A professional review of the facility identified equipment and mechanics that have reached the end of their expected service life and areas of current code non-compliance. The full renovation plan addresses these critical concerns, as well as professionally-identified upgrades that will improve the efficiency, accessibility, and quality of the facility.

Essential renovations to the structure and aquatics area will extend the lifespan of the facility and ensure compliance with the ADA and with building codes. Essential structural improvements to the facility include replacing windows and repairing the roof. Renovations to the aquatic area include a battery-powered ADA chair lift, a compliant eyewash station, and replacing stairs and ladders. Repairs to mechanics and systems include replacing domestic water heater storage tanks and hot water piping, reconfiguring waste piping, and reconfiguring the fire alarm and fire sprinkler systems.

In addition to essential improvements to the facility to extend its lifespan, renovations include installing efficient and accessible equipment, building structural improvements, and modernizing vintage HVAC systems. Specific structural work includes installing a passenger elevator servicing the fitness areas on the basement and ground-level floors, repairing exterior walls, and reinforcing the roof to accommodate roof-mounted HVAC equipment. Renovations to systems and equipment will also be installed, including a UV disinfection system, efficient LED lighting, water-conserving plumbing equipment, improved drainage systems, and a roof-mounted dehumidifier and condenser. In addition to the

22. Federal Nexus (The federal nexus is the authorizing law/section of the U.S. Code under which your project purpose falls. To find the correct citation for your project, refer to the Committee guidance for the subcommittee/agency/account under which you are applying.)
*

Under 42 U.S.C. § 5305(a)(2), it constitutes the rehabilitation of a public facility used for community services. Under § 5305(a)(4), it provides public improvements that enhance neighborhood-serving infrastructure. Under § 5305(a)(5), it removes architectural barriers and ensures full ADA compliance, expanding access for

23. Cities in which this project is located
*

South Pasadena

24. Are you submitting this request to another Member of Congress? Please list all offices, including Senate offices. *

This request is not being submitted to another Member of Congress.

25. Applicants **must** demonstrate local support for this project. The more support, the better. At a minimum, projects should have the support of the relevant City council(s), both CA state representatives, and the County supervisor. Please list out the entities that have provided you with a letter of support: *

Local support for capital improvements to the Crowell Family YMCA has been demonstrated by the following entities:
- Assemblymember Mike Fong
- City of San Marino, Mayor Tony Chou
- South Pasadena City Councilmember Janet Braun
- Pasadena City College
- Dads Uniting Dads in Education and Service

26. You must email us your letters of support for this project. Below are the requirements:

- The more letters of support, the better. At a minimum, projects should have the support of the relevant City council(s), both CA state representatives, and the County supervisor.
- Merge all letters of support for your project into one single PDF
- If you are submitting more than one project, you must have separate letters for each project (i.e. no letter should express support for more than one project)
- If you are submitting more than one project, you must have a separate merged PDF for each project
- Email your merged PDF to CA28-CPF@mail.house.gov with the subject line: **[Applicant Name] CPF Letters of Support for [Project Name].**

- If you are submitting more than one project to our office, you must send us a separate email for each project

Have you sent an email with your letters of support for this project as one merged PDF attachment? *

◉ Yes, I have sent the email

27. Is the requesting entity submitting more than one CPF project? If yes, please indicate below the priority ranking for your projects. *

Yes, 1-Urban Forest Management Plan 2- Crowell Family YMCA Facility Renovations 8

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City Council Agenda Report

ITEM NO. 11

DATE: March 18, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Alma Medina, Assistant to the City Manager

SUBJECT: **CONSIDERATION TO RATIFY THE CITY'S SUBMITAL OF A GRANT APPLICATION TO THE U.S. FEDERAL EMERGENCY MANAGEMENT AGENCY'S FEDERAL ASSISTANCE- PRE DISASTER MITIGATION ACCOUNT IN THE AMOUNT OF $375,000 FOR A WILDFIRE RESILIENT URBAN FOREST MANAGEMENT PLAN AND ADOPT RESOLUTION NO. 7988 DEMONSTRATING SUPPORT FOR THE GRANT**

Recommendation

It is recommended that the City Council:

a. Ratify the City's submission of a Community Project Funding (CPF) grant application to U.S. Representative Judy Chu for consideration for inclusion in the U.S. Federal Emergency Management Agency's (FEMA) Pre Disaster Mitigation account, in the amount of $375,000 to develop a Wildfire Resilient Urban Forest Management Plan;
b. Approve the proposed Resolution No. 7988, demonstrating support for the grant and the development of a Wildfire Resilient Urban Forest Management Plan; and
c. Provide additional direction, as appropriate

Executive Summary

This item requests City Council authorization to submit a CPF grant application to Congresswoman Judy Chu for a $375,000 federal appropriation through the U.S. Federal Emergency Management Agency's Pre Disaster Mitigation account. The requested funds would support the development of a Wildfire Resilient Urban Forest Management Plan for the City. The item also includes a proposed resolution, demonstrating support of the proposed project, as required by FEMA.

The proposed Wildfire Resilient Urban Forest Management Plan will create a comprehensive, data-driven framework for managing the City's urban forest in ways that reduce wildfire risk, strengthen vegetation management practices, and improve long-term community resilience against wildfires. Key components of the project include a citywide tree inventory, GIS- based canopy and vegetation mapping, wildfire hazard analysis, and prioritized vegetation and fuel management strategies.

In addition to technical planning, the project will establish a community education and outreach program focused on wildfire-resilient landscaping and vegetation management. This program will provide residents with guidance on appropriate tree species, defensible space practices, and vegetation management strategies that reduce wildfire risk while maintaining the

environmental benefits of the urban forest.

The Urban Forest Management Plan will identify areas where vegetation conditions may contribute to wildfire risk and establish strategic actions to reduce fuel loads, improve defensible space, and promote wildfire-resilient tree species and planting strategies. By combining strategic planning with community education, the project will support both municipal vegetation management and informed homeowner practices that collectively reduce wildfire hazard across the community.

The total estimated project cost is $500,000, with the City committing $125,000 in matching funds, if the grant is awarded. The grant application was administratively submitted prior to the March 8, 2026 deadline, to preserve eligibility, and is subject to City Council ratification and authorization.

Background

South Pasadena and surrounding San Gabriel Valley communities face increasing wildfire risk due to prolonged drought conditions, climate change, and proximity to foothill wildland- urban interface areas. Recent regional wildfire events, including the January 2025 Eaton Fire, highlighted the growing vulnerability of foothill communities and underscored the need for proactive vegetation management and wildfire mitigation strategies.

The City recently completed an update to its Local Hazard Mitigation Plan (LHMP), which identifies wildfire risk reduction and vegetation management as key strategies for strengthening community resilience and disaster preparedness. While the LHMP establishes an overarching framework for hazard mitigation, the City currently does not have a comprehensive Urban Forest Management Plan to guide vegetation management and wildfire mitigation practices at the operational level.

City Council has previously expressed interest in developing an Urban Forest Management Plan, but staff noted at the time that funding had not been identified for the effort. This grant opportunity provides a potential pathway to advance that Council priority.

South Pasadena maintains thousands of public trees along streets, in parks, and at public facilities. These trees provide significant environmental and public health benefits, including urban heat reduction, improved air quality, stormwater capture, and enhanced neighborhood livability. However, unmanaged or drought-stressed vegetation can also contribute to wildfire fuel loads during extreme fire weather conditions. Without a coordinated management framework, vegetation conditions may inadvertently increase wildfire risk in both public and private landscapes.

The proposed Wildfire-Resilient Urban Forest Management Plan would provide the City with a comprehensive strategy to manage urban vegetation in ways that maintain environmental benefits while reducing wildfire risk.

Analysis

The Fiscal Year 2027 CPF program is administered by the U.S. House of Representatives allows Members of Congress to request federal appropriations for specific community projects. The City's request was submitted under the Federal Emergency Management Agency (FEMA) Pre- Disaster Mitigation account, which supports investments that reduce disaster risk and improve long-term community resilience.

The Pre- Disaster Mitigation program is authorized under Section 203 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. §5133). This authority allows FEMA to provide technical and financial assistance to state and local governments for cost-effective activities that reduce injuries, loss of life, and damage to property resulting from natural hazards.

Under this program, federal funds may support several categories of eligible activities, including:

- Hazard mitigation planning, including development or updates of local hazard mitigation plans or specialized planning documents that address disaster risk.
- Risk and vulnerability assessments, including technical analysis that improves a community's understanding of natural hazard exposure and impacts.
- Development of hazard mitigation priorities and strategies, including the preparation of planning frameworks that guide local mitigation actions.
- Implementation of cost-effective hazard mitigation measures, including nature-based solutions and vegetation management strategies that reduce disaster risk.
- Support for public-private hazard mitigation partnerships that advance community-wide resilience initiatives.
- Adoption and enforcement of hazard-resistant building codes and standards, including activities that support stronger disaster-resistant design practices.
- Public information and education activities related to hazard mitigation, including dissemination of information regarding mitigation technologies and practices that reduce disaster risk.

The proposed Wildfire-Resilient Urban Forest Management Plan aligns directly with these eligible activities. The project will improve the City's assessment of wildfire risk associated with urban vegetation, establish mitigation priorities, and develop a planning framework to guide vegetation management and wildfire fuel-reduction strategies across the community.

Key components of the project include the following:

- A citywide inventory and condition assessment of public trees;
- GIS-based canopy mapping and vegetation fuel analysis;
- A wildfire hazard and vulnerability assessment focused on urban vegetation conditions;
- Identification of high-priority vegetation management and fuel-reduction areas;
- Development of wildfire-resilient tree species and planting guidelines for public spaces and rights-of-way; and
- Community education and outreach programs focused on defensible landscaping and wildfire-resilient vegetation management practices.

By combining technical planning with community education and nature-based mitigation strategies, the project supports FEMA's broader objective of reducing disaster risk before catastrophic events occur while strengthening the City's ability to implement the wildfire mitigation strategies identified in its recently updated Local Hazard Mitigation Plan.

The final outcome of the project will be the preparation and adoption of a Council-approved Urban Forest Management Plan that establishes a long-term framework for vegetation management and wildfire mitigation.

The project has received letters of support from several regional and community

organizations, including the San Gabriel Valley Council of Governments, TreePeople, Disaster Management Area C, the Foothill Fire Chiefs Association, and local community organizations, reflecting broad community and regional support for the project.

Fiscal Impact
Authorizing submission of the grant application does not appropriate new City funding and has no direct fiscal impact at this time. The cost of preparing and submitting the application is absorbed within existing staff time.

The total project cost is $500,000. The requested federal appropriation is $375,000 through the U.S. Federal Emergency Management Agency's Pre Disaster Mitigation account. There is a 25% City match required under this funding account, which would be in the amount of $125,000. If the application is awarded, staff recommends meeting the local match requirement through a combination of in-kind staff time and a budget appropriation, at the time that the funding agreement is brought to the City Council.

Attachment:
Attachment No. 1 - CPF 2027 Application
Attachment No. 2- Letters of Support
Attachment No. 3 - Proposed Resolution No. 7990

Rep. Judy Chu FY2027 Community Project Funding (CPF) Appropriations Requests

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DO NOT submit this form for programmatic or language requests. Instead, use this form: https://forms.office.com/g/HPEm68eSu3

1. The Appropriations Committee has released its guidance for FY27 Community Project Funding.

   While the Committee is maintaining similar eligible program accounts and guidance from FY26, some of the guidance has changed. For example, one major change is that the Committee is now accepting projects in the Labor-Health and Human Services subcommittee, but only under the Health Resources and Services Administration account. It is your responsibility to review the FY27 guidance and ensure your project is eligible.

   Please thoroughly read the guidance at the following link and ensure that your submission meets all requirements for the specific subcommittee, agency, and account under which you are applying: https://appropriations.house.gov/fy27-member-requests/fy27-guidance-overview

   Please note that nonprofit entities will continue to be ineligible for the Economic Development Initiative (EDI) account. *

   - (●) By checking this box, you acknowledge that you have reviewed the FY2027 guidance to confirm your submission is eligible and meets all requirements.

2. Appropriations Subcommittee *

   - ( ) Agriculture, Rural Development, Food and Drug Administration, and Related Agencies

- ○ Commerce, Justice, Science, and Related Agencies
- ○ Energy and Water Development
- ◉ Homeland Security
- ○ Interior, Environment, and Related Agencies
- ○ Labor, Health and Human Services, and Education
- ○ Military Construction, Veterans Affairs, and Related Agencies
- ○ Transportation, and Housing and Urban Development, and Related Agencies

3. Homeland Security

Select Federal Agency: *

- ◉ Federal Emergency Management Agency (FEMA)

4. Federal Emergency Management Agency (FEMA)

Select account: *

- ○ Federal Assistance—Emergency Ops. Centers
- ◉ Federal Assistance—Pre-Disaster Mitigation

5. Requesting Entity (Legal Title) *

City of South Pasadena

6. Full Address of Requesting Entity *

1414 Mission St. South Pasadena CA 91030

7. Is the requesting entity located in CA-28? https://www.house.gov/representatives/find-your-representative *

- (●) Yes
- ( ) No

8. Contact Information (Name, Title) *

Nick Kimball, Assistant City Manager/ Chief Financial Officer

9. Staff Contact Phone Number *

(626)403-7230

10. Staff Contact Email *

amedina@southpasadenaca.gov

11. Project Title *

City of South Pasadena Wildfire Resilient Urban Forest Management Plan

12. Federal Funding Level Requested (Fiscal Year 2027 Only) *

$375,000.00

13. Total Cost of Project *

$500,000.00

14. Breakdown of Sources for Matching Funds (Describe all local, state, and/or private funding. Are these funds secured, expected, or are you still seeking matching funds? Please check the Committee guidance to determine if the account you are applying under requires matching funds.) *

Upon award of the grant, the City will allocate matching funds (general fund).

15. Can the project obligate all appropriated funds within 12 months after enactment? *

- (●) Yes
- ( ) No

16. Project Description (Please limit to 2000 characters) *

The project will create a comprehensive, data-driven framework for managing the City's urban forest in a way that reduces wildfire risk, strengthens vegetation management practices, and improves long-term community resilience. The plan will include a citywide tree inventory, GIS-based canopy and vegetation mapping, wildfire hazard analysis, and prioritized vegetation and fuel management strategies.

In addition to technical planning, the project will establish a community education and outreach program focused on wildfire-resilient landscaping and vegetation management. This program will provide residents with guidance on appropriate tree species, defensible space practices, and vegetation management strategies that reduce wildfire risk while maintaining the environmental benefits of the urban forest.

The Urban Forest Management Plan will identify areas where vegetation conditions may contribute to wildfire risk and establish strategic actions to reduce fuel loads, improve defensible space, and promote wildfire-resilient tree species and planting strategies. By combining strategic planning with community education, the project will support both municipal vegetation management and informed homeowner practices that collectively reduce wildfire hazard across the community.

17. Project Justification (Please include how this project will benefit the community) *

South Pasadena and surrounding San Gabriel Valley communities face increasing wildfire risk due to climate change, prolonged drought conditions, and proximity to foothill wildland-urban interface areas. The Eaton Fire in January 2025, which impacted communities across the region including nearby Altadena and Pasadena, underscored the growing wildfire vulnerability of foothill communities and highlighted the need for proactive vegetation management and wildfire mitigation strategies.

The City of South Pasadena recently completed an update to its Local Hazard Mitigation Plan (LHMP), which identifies wildfire risk and vegetation management as important components of the City's long-term disaster preparedness strategy. While the LHMP establishes a high-level framework for reducing wildfire risk, the City currently lacks a comprehensive Urban Forest Management Plan that provides the detailed, data-driven guidance needed to implement vegetation management and wildfire mitigation strategies at the operational level.

South Pasadena maintains thousands of public trees across streets, parks, and public facilities. These trees provide significant environmental and public health benefits, including shade and urban heat reduction, improved air quality, stormwater capture, and enhanced neighborhood livability. However, unmanaged or drought-stressed vegetation can contribute to wildfire fuel loads during extreme fire weather conditions. Without a coordinated management framework, vegetation conditions may inadvertently increase wildfire risk in both public and private landscapes.

The proposed Wildfire-Resilient Urban Forest Management Plan will provide the City with a comprehensive, data-driven strategy to manage vegetation in ways that reduce wildfire risk while maintaining the environmental benefits of the urban forest. The project will identify vegetation conditions that contribute to wildfire fuel loads, establish priority areas for vegetation management and fuel reduction, and develop wildfire-resilient tree species and planting guidelines for both public spaces and residential properties.

This project will directly benefit the community by improving public safety, protecting homes and infrastructure from wildfire risk, and strengthening the City's ability to prepare for and respond to wildfire events. The plan will also

18. Is the project location address the same as the requesting entity address? If not, please give the full project location address. *

Yes

19. If you are a public entity, is the project on your Capital Improvement Program? *

If yes, you will be required to submit documentation if your application is selected for submission.

- ( ) Yes
- (•) No
- ( ) N/A (not a public entity)

20. Please explain why it is not on your Capital Improvement Plan *

This is a strategic planning document, and not capital construction.

21. Explanation of how the federal funds will be spent (i.e. on equipment, construction, labor, etc.) *

Federal funding will support the professional planning and technical analysis required to develop the City's Wildfire-Resilient Urban Forest Management Plan and implement vegetation-focused hazard mitigation strategies identified through the City's recently updated Local Hazard Mitigation Plan. Funding will support a citywide public tree inventory and condition assessment, GIS-based canopy mapping and vegetation fuel analysis, and a wildfire hazard and vulnerability assessment focused on urban vegetation conditions.

The project will also identify high-priority vegetation management and wildfire fuel-reduction areas and establish wildfire-resilient tree species and planting guidelines for public landscapes and rights-of-way. In addition, the project will integrate urban forestry strategies with the City's Hazard Mitigation Plan and develop community education materials and outreach programs focused on defensible landscaping and wildfire-resilient vegetation management practices. The final outcome of this work will be the preparation and adoption of a Council-

22. Federal Nexus (The federal nexus is the authorizing law/section of the U.S. Code under which your project purpose falls. To find the correct citation for your project,

refer to the Committee guidance for the subcommittee/agency/account under which you are applying.)

*

This project supports the federal government's mission to reduce disaster risk and strengthen community resilience through pre-disaster hazard mitigation investments, consistent with the objectives of the Federal Emergency Management Agency's Building Resilient Infrastructure and Communities (BRIC) program authorized under Section 203 of the Stafford Act (42 U.S.C. § 5133).

The City of South Pasadena recently updated its Local Hazard Mitigation Plan, which identifies wildfire risk reduction and vegetation management as key strategies for improving community resilience. The proposed Wildfire-Resilient Urban Forest Management Plan directly supports implementation of the City's hazard mitigation priorities by providing the technical analysis and planning framework needed to address wildfire fuel conditions within the urban forest.

The project functions as a nature-based hazard mitigation strategy designed to reduce wildfire risk through coordinated vegetation management, defensible space planning, and wildfire-resilient tree planting practices. Through a comprehensive tree inventory, vegetation mapping, and wildfire hazard analysis, the plan will identify vegetation conditions that contribute to wildfire fuel loads and establish prioritized strategies for vegetation management and fuel reduction within public landscapes and rights-of-way.

By proactively addressing wildfire risk before disasters occur, the project supports FEMA's hazard mitigation objectives by reducing wildfire fuel loads and ignition risk in urban landscapes, strengthening implementation of the City's Hazard

23. Cities in which this project is located

*

South Pasadena

24. Are you submitting this request to another Member of Congress? Please list all offices, including Senate offices.

*

No

25. Applicants **must** demonstrate local support for this project. The more support, the better. At a minimum, projects should have the support of the relevant City council(s), both CA state representatives, and the County supervisor. Please list out the entities that have provided you with a letter of support: *

Letters of Support were received from the following:
-Mayor of City of South Pasadena
-Disaster Management Area C
-Foothill Fire Chiefs Association
-TreePeople
-San Gabriel Valley Council of Governments
-South Pasadena Educational Foundation
-South Pasadena Public Works Infrastructure Commission
-South Pasadena Amateur Radio Club
-South Pasadena Tournament of Roses

26. You must email us your letters of support for this project. Below are the requirements:

- The more letters of support, the better. At a minimum, projects should have the support of the relevant City council(s), both CA state representatives, and the County supervisor.
- Merge all letters of support for your project into one single PDF
- If you are submitting more than one project, you must have separate letters for each project (i.e. no letter should express support for more than one project)
- If you are submitting more than one project, you must have a separate merged PDF for each project
- Email your merged PDF to CA28-CPF@mail.house.gov with the subject line: **[Applicant Name] CPF Letters of Support for [Project Name].**
- If you are submitting more than one project to our office, you must send us a separate email for each project

Have you sent an email with your letters of support for this project as one merged PDF attachment? *

Yes, I have sent the email

27. Is the requesting entity submitting more than one CPF project? If yes, please indicate below the priority ranking for your projects. *

Yes, 1-Wildfire Resilient Urban Forest Management Plan, 2- Crowell Family YMCA Faci

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Attachment No. 2

CITY OF SOUTH PASADENA
OFFICE OF THE MAYOR
1414 MISSION STREET, SOUTH PASADENA, CA 91030
TEL: (626) 403-7210 • FAX: (626) 403-7210
WWW.SOUTHPASADENACA.GOV

March 3, 2026

The Honorable Judy Chu
U.S. House of Representatives
2423 Rayburn HOB
Washington, DC 20515

Re: Letter of Support – Urban Forest Management Plan Pre-Disaster Mitigation Funding Request

Dear Representative Chu:

As the Mayor of the City of South Pasadena, I am pleased to express strong support for the City of South Pasadena's request for federal pre-disaster mitigation funding to develop a comprehensive Urban Forest Management Plan.

Recent wildfire activity in nearby cities has underscored the increasing wildfire risk facing communities throughout the San Gabriel Valley, particularly those located near hillside areas and open space corridors. Prolonged drought, extreme heat, and accumulated vegetation fuel loads make proactive planning essential to protect residents, homes, and critical infrastructure.

The proposed Urban Forest Management Plan will provide a data-driven assessment of hazardous vegetation, fuel loads, and canopy health, and will establish prioritized fuel reduction strategies and long-term maintenance standards. By investing in prevention, the City will reduce future disaster response costs, strengthen interdepartmental coordination, and advance nature-based resilience strategies consistent with FEMA's Pre-Disaster Mitigation and Building Resilient Infrastructure and Communities (BRIC) program priorities.

Importantly, the project also includes a community education component that will provide residents with guidance on appropriate tree species, wildfire-resilient landscaping, and defensible space practices that can help reduce wildfire risk across both public and private landscapes.

I strongly support this funding request and respectfully urge favorable consideration. This investment will help enhance wildfire preparedness and improve long-term community resilience across the region.

Sincerely,

Sheila Rossi
Mayor of South Pasadena

March 4, 2026

The Honorable Judy Chu
U.S. House of Representatives
2423 Rayburn HOB
Washington, DC 20515

Re: Letter of Support – Urban Forest Management Plan Pre-Disaster Mitigation Funding Request

Dear Representative Chu:

On behalf of Disaster Management Area C, I am pleased to express strong support for the City of South Pasadena's request for federal pre-disaster mitigation funding to develop a comprehensive Urban Forest Management Plan.

Recent wildfire activity in nearby cities has underscored the increasing wildfire risk facing communities throughout the San Gabriel Valley, particularly those located near hillside areas and open space corridors. Prolonged drought, extreme heat, and accumulated vegetation fuel loads make proactive planning essential to protect residents, homes, and critical infrastructure.

The proposed Urban Forest Management Plan will provide a data-driven assessment of hazardous vegetation, fuel loads, and canopy health, and will establish prioritized fuel reduction strategies and long-term maintenance standards. By investing in prevention, the City will reduce future disaster response costs, strengthen interdepartmental coordination, and advance nature-based resilience strategies consistent with FEMA's Pre-Disaster Mitigation and Building Resilient Infrastructure and Communities (BRIC) program priorities.

We strongly support this funding request and respectfully urge favorable consideration. This investment will help enhance wildfire preparedness and improve long-term community resilience across the region.

Sincerely,

Soraya Sutherlin

Soraya Sutherlin
Disaster Management Area Coordinator (DMAC)
Disaster Management Area C

FOOTHILL FIRE CHIEFS ASSOCIATION

The Honorable Judy Chu
U.S. House of Representatives
2423 Rayburn HOB
Washington, DC 20515

Re: Letter of Support – Urban Forest Management Plan Pre-Disaster Mitigation Funding Request

Dear Representative Chu:

On behalf of Foothill Fire Chiefs Association, I am pleased to express strong support for the City of South Pasadena's request for federal pre-disaster mitigation funding to develop a comprehensive Urban Forest Management Plan.

Recent wildfire activity in nearby cities has underscored the increasing wildfire risk facing communities throughout the San Gabriel Valley, particularly those located near hillside areas and open space corridors. Prolonged drought, extreme heat, and accumulated vegetation fuel loads make proactive planning essential to protect residents, homes, and critical infrastructure.

The proposed Urban Forest Management Plan will provide a data-driven assessment of hazardous vegetation, fuel loads, and canopy health, and will establish prioritized fuel reduction strategies and long-term maintenance standards. By investing in prevention, the City will reduce future disaster response costs, strengthen interdepartmental coordination, and advance nature-based resilience strategies consistent with FEMA's Pre-Disaster Mitigation and Building Resilient Infrastructure and Communities (BRIC) program priorities.

We strongly support this funding request and respectfully urge favorable consideration. This investment will help enhance wildfire preparedness and improve long-term community resilience across the region.

Sincerely,

Greg Lloyd
President
Foothill Fire Chiefs Association

TreePeople

3/5/2026

The Honorable Judy Chu
U.S. House of Representatives
2423 Rayburn HOB
Washington, DC 20515

Re: Letter of Support – Urban Forest Management Plan Pre-Disaster Mitigation Funding Request
Dear Representative Chu:

On behalf of TreePeople, I am pleased to express strong support for the City of South Pasadena's request for federal pre-disaster mitigation funding to develop a comprehensive Urban Forest Management Plan.

Recent wildfire activity in nearby cities has underscored the increasing wildfire risk facing communities throughout the San Gabriel Valley, particularly those located near hillside areas and open space corridors. Prolonged drought, extreme heat, and accumulated vegetation fuel loads make proactive planning essential to protect residents, homes, and critical infrastructure.

The proposed Urban Forest Management Plan will provide a data-driven assessment of hazardous vegetation, fuel loads, and canopy health, and will establish prioritized fuel reduction strategies and long-term maintenance standards. By investing in prevention, the City will reduce future disaster response costs, strengthen interdepartmental coordination, and advance nature-based resilience strategies consistent with FEMA's Pre-Disaster Mitigation and Building Resilient Infrastructure and Communities (BRIC) program priorities.

We strongly support this funding request and respectfully urge favorable consideration. This investment will help enhance wildfire preparedness and improve long-term community resilience across the region.

Sincerely,

David Pineda
Senior Director of Strategy and Impact
TreePeople

SGVCOG

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Ed Reece

1st Vice President
Cory Moss

2nd Vice President
Michael Allawos

3rd Vice President
Andrew Chou

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San Marino
Sierra Madre
South El Monte
South Pasadena
Temple City
Walnut
West Covina
First District, LA County
Unincorporated Communities
Fifth District, LA County
Unincorporated Communities

March 4, 2026

The Honorable Judy Chu
U.S. House of Representatives
2423 Rayburn HOB
Washington, DC 20515

Re: Letter of Support – Urban Forest Management Plan Pre-Disaster Mitigation Funding Request

Dear Representative Chu:

On behalf of the San Gabriel Valley Council of Governments, we would like to express our strong support for the City of South Pasadena's request for federal pre-disaster mitigation funding to develop a comprehensive Urban Forest Management Plan.

Recent wildfire activity in nearby cities has underscored the increasing wildfire risk facing communities throughout the San Gabriel Valley, particularly those located near hillside areas and open space corridors. Prolonged drought, extreme heat, and accumulated vegetation fuel loads make proactive planning essential to protect residents, homes, and critical infrastructure.

The proposed Urban Forest Management Plan will provide a data-driven assessment of hazardous vegetation, fuel loads, and canopy health, and will establish prioritized fuel reduction strategies and long-term maintenance standards. By investing in prevention, the City will reduce future disaster response costs, strengthen interdepartmental coordination, and advance nature-based resilience strategies consistent with FEMA's Pre-Disaster Mitigation and Building Resilient Infrastructure and Communities (BRIC) program priorities.

We strongly support this funding request and respectfully urge favorable consideration. This investment will help enhance wildfire preparedness and improve long-term community resilience across the region.

Sincerely,

Marisa Creter

Marisa Creter
Executive Director

SPEF South Pasadena Educational Foundation

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EXECUTIVE DIRECTOR
Stacey Petersen

03/05/2026

The Honorable Judy Chu
U.S. House of Representatives
2423 Rayburn House Office Building
Washington, DC 20515

Dear Congresswoman Chu,

As the South Pasadena Educational Foundation, I am writing to express our strong support for the City of South Pasadena's request for Community Project Funding through the Homeland Security Subcommittee under FEMA's Pre-Disaster Mitigation account to develop a Wildfire-Resilient Urban Forest Management Plan.

The development of a comprehensive Urban Forest Management Plan will enable the City to take a proactive, data-driven approach to managing vegetation across the community. This plan will help identify wildfire fuel risks, inform strategic vegetation management practices, and guide resilient tree-planting strategies that reduce wildfire vulnerability while preserving the many environmental, public health, and quality-of-life benefits provided by South Pasadena's urban forest.

Equally important, the project includes a robust community education component. This effort will equip residents with practical guidance on selecting appropriate tree species, wildfire-resilient landscaping, and defensible space practices—helping reduce wildfire risk across both public and private properties and fostering shared responsibility for community safety.

This project represents a thoughtful and cost-effective investment in pre-disaster mitigation. By supporting local efforts to better understand and manage vegetation-related wildfire risks, federal funding can help reduce the likelihood and severity of future disasters while protecting lives, property, and critical infrastructure.

I strongly support the City of South Pasadena's request for federal funding to advance this important plan. We appreciate your continued leadership in championing initiatives that strengthen community resilience and enhance public safety throughout the San Gabriel Valley.

Thank you for your consideration of this request and for your continued service to our region.

Sincerely,

Executive Director | spetersen@spef4kids.org

CITY OF SOUTH PASADENA
PUBLIC WORKS DEPARTMENT
1414 MISSION STREET, SOUTH PASADENA, CA 91030
TEL: (626) 403-7240 ▪ FAX: (626) 403-7241
WWW.SOUTHPASADENACA.GOV

March 6, 2026

The Honorable Judy Chu
United States House of Representatives
2423 Rayburn House Office Building
Washington, D.C. 20515

Dear Congresswoman Chu:

WILDFIRE RESILIENT URBAN FOREST MANAGEMENT PLAN
PUBLIC WORKS INFRASTRUCTURE COMMISSION
LETTER OF SUPPORT

As Chair of the City of South Pasadena Public Works Infrastructure Commission (PWIC), I am writing to express my strong support for the City of South Pasadena's request for Community Project Funding through the Homeland Security Subcommittee under FEMA's Pre-Disaster Mitigation account to prepare a Wildfire Resilient Urban Forest Management Plan.

Our Commission serves in an advisory capacity to the City Council on matters related to public infrastructure, environmental stewardship, and long-term maintenance of the City's assets. One of South Pasadena's most valuable and visible public assets is its urban forest, and our City has a long history of ensuring it is properly stewarded. The benefits of our tree canopy in South Pasadena extend far beyond community aesthetics. Its environmental benefits to the region are critical, increasing biodiversity, mitigating urban heat islands, and creating more comfortable conditions for active transportation.

However, as demonstrated by the tragic Eaton Fire last year and other recent wildfire events across the San Gabriel Valley, we must adapt our vegetation management strategy to also be viewed through the lens of wildfire preparedness and hazard mitigation. The development of a comprehensive Urban Forest Management Plan will allow the City to take this proactive, data-driven step to manage vegetation conditions throughout the community. The proposed plan will help identify wildfire fuel risks, guide vegetation management practices, and establish resilient tree-planting strategies that reduce wildfire vulnerability while preserving the many regional and community benefits provided by the urban forest. Importantly, the project also includes a community

education component that will provide residents with guidance on appropriate tree species, wildfire-resilient landscaping, and defensible space practices that can help reduce wildfire risk across both public and private landscapes.

This project represents a thoughtful and cost-effective investment in pre-disaster mitigation. By helping communities better understand and manage vegetation-related wildfire risks, the federal government can reduce the likelihood and severity of future disasters while protecting life, property, and critical infrastructure.

On behalf of our Commission, I strongly support the City's request for federal funding to prepare this important plan. We appreciate your strong leadership in advancing projects that strengthen community resilience and improve public safety throughout the San Gabriel Valley.

Thank you for considering this request and for your continued service to our communities.

Sincerely,



ERIC DUNLAP
Chair, Public Works Infrastructure Commission
City of South Pasadena

March 6, 2026

The Honorable Judy Chu
U.S. House of Representatives
2423 Rayburn HOB
Washington, DC 20515

Re: Letter of Support – Urban Forest Management Plan Pre-Disaster Mitigation Funding Request

Dear Representative Chu:

On behalf of SPARC(South Pasadena Amateur Radio Club), I am pleased to express strong support for the City of South Pasadena's request for federal pre-disaster mitigation funding to develop a comprehensive Urban Forest Management Plan.

Recent wildfire activity in nearby cities has underscored the increasing wildfire risk facing communities throughout the San Gabriel Valley, particularly those located near hillside areas and open space corridors. Prolonged drought, extreme heat, and accumulated vegetation fuel loads make proactive planning essential to protect residents, homes, and critical infrastructure.

The proposed Urban Forest Management Plan will provide a data-driven assessment of hazardous vegetation, fuel loads, and canopy health, and will establish prioritized fuel reduction strategies and long-term maintenance standards. By investing in prevention, the City will reduce future disaster response costs, strengthen interdepartmental coordination, and advance nature-based resilience strategies consistent with FEMA's Pre-Disaster Mitigation and Building Resilient Infrastructure and Communities (BRIC) program priorities.

We strongly support this funding request and respectfully urge favorable consideration. This investment will help enhance wildfire preparedness and improve long-term community resilience across the region.

Sincerely,

Bob Vanderwall

South Pasadena Amateur Radio Club

South Pasadena Tournament of Roses Association

PO Box 3662 South Pasadena California 91030

South Pasadena Tournament of Roses Association is a 501(c)(3) Nonprofit Organization

Association President
Sam Hernandez

Past Association Presidents

1937	J.C. Jacobs
1946	Frank Bough
1947	A.J. Norton
1948	R.J.Norton
1951	S. Paul Ward
1952	Mrs. Geo. Hammond
1953	C.R. Matter
1954	Garland Matthews
1955	E.H.Callaiu
1956	Dwight Reay
1957	Harold Deavel
1958	Warren Billings
1959	E. Curtis Dean
1960	Robert Biles
1961	Charles Craig
1962	Clifford Cox
1963	Robert Fosselman
1964	William Pinckney
1965	Mel Jontz
1966	Dick Artunian
1967	Tommy Matsuura
1968	William Still
1969	Frank Wimmer
1970	Jack Williams
1971	Charlote B. Carden
1972	Michael Salyards
1973	Lloyd Simpson
1974	Jaqueline Coulette
1975	Ralph Saunders
1976-79	Robert E. Veir
1980	Chris Holabird
1981	Eric W. Rex
1982	Stan Froyd
1983-88	Robert Clanton
1989-90	Edward M. Pozzo
1991-93	Robert Clanton
1994-96	Marge Hartsfield
1997-98	Irene Allen
1999	Mark Duxbury
2000	Dave Andrews
2000-20	Ted R. Shaw

Committee President
Ed Donnelly

Past Committee Presidents

2002-03.	Alan Vlasich
2004-05	John Vandercook
2005-06	Michael C. McFatridge
2006-07	Ted R. Shaw
2010-11	James L Jontz
2012-13	William J. Cullinane
2014-15	Paul D. Abbey
2016	Chris Colburn
2017-18	Janet Benjamin
2019-20	Courtney Dunlap
2021-23	Brant Dunlap

March 3, 2026

The Honorable Judy Chu
U.S. House of Representatives
2423 Rayburn HOB
Washington, DC 20515

Re: Letter of Support – Urban Forest Management Plan Pre-Disaster Mitigation Funding Request

Dear Representative Chu:

On behalf of the South Pasadena Tournament of Roses Committee, I am pleased to express strong support for the City of South Pasadena's request for federal pre-disaster mitigation funding to develop a comprehensive Urban Forest Management Plan.

Recent wildfire activity in nearby cities has underscored the increasing wildfire risk facing communities throughout the San Gabriel Valley, particularly those located near hillside areas and open space corridors. Prolonged drought, extreme heat, and accumulated vegetation fuel loads make proactive planning essential to protect residents, homes, and critical infrastructure.

The proposed Urban Forest Management Plan will provide a data-driven assessment of hazardous vegetation, fuel loads, and canopy health, and will establish prioritized fuel reduction strategies and long-term maintenance standards. By investing in prevention, the City will reduce future disaster response costs, strengthen interdepartmental coordination, and advance nature-based resilience strategies consistent with FEMA's Pre-Disaster Mitigation and Building Resilient Infrastructure and Communities (BRIC) program priorities.

We strongly support this funding request and respectfully urge favorable consideration. This investment will help enhance wildfire preparedness and improve long-term community resilience across the region.

Sincerely,

Ed Donnelly
Chair - South Pasadena Tournament of Roses Committee
Honoree – 2024 District 28 Congressional Leadership Awards

CITY OF SOUTH PASADENA
RESOLUTION NO. 7990

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING ADDITIONAL CITY COUNCIL PRIORITIES IDENTIFIED DURING FEBRUARY 25, 2026, SPECIAL CITY COUNCIL STUDY SESSION AND DIRECTING STAFF TO INCORPORATE THESE PRIORITIES INTO DEPARTMENTAL WORK PLANS AND FUTURE BUDGET DEVELOPMENT

WHEREAS, the City Council periodically establishes goals and priorities to guide the City's policy direction, organizational work program, and allocation of resources; and;

WHEREAS, on February 25, 2026, the City Council held a Special Study Session to review progress on the City's existing goals and priorities, review departmental work plans and community survey results, and discuss potential additional priorities to guide the City's work program; and

WHEREAS, during the Study Session the City Council engaged in a facilitated priority-setting exercise and discussed potential additional initiatives to address emerging community needs and policy objectives; and

WHEREAS, following discussion, the City Council reached consensus on several additional priority areas to be incorporated into the City's existing goals and priorities; and

WHEREAS, formally adopting these additional priorities will provide clear policy direction to staff and support alignment between the City Council's priorities, departmental work plans, and the development of the City's annual budget.

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

SECTION 1. The City Council hereby adopts the following additional City Council priorities identified during the February 25, 2026, Special Study Session:

1. Evaluation of Community Services Programs using consistent data and performance measures to improve program evaluation, accountability, and data-informed decision making

2. Exploration of Additional Traffic Mitigation Efforts and Safety Strategies to address traffic safety concerns, improve mobility, and enhance neighborhood quality of life.

3. Development of an Urban Forest Management Plan to guide the long-term maintenance, preservation, and expansion of the City's urban tree canopy and support environmental sustainability and climate resilience.

SECTION 2. City staff is directed to incorporate these priorities into departmental work plans and to evaluate potential funding strategies as part of the City's budget development process and future resource allocation decisions.

SECTION 3. City staff shall periodically report to the City Council regarding progress made toward the implementation of these priorities.

SECTION 4. The City Clerk shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED on this 18th day of March 2026.

Sheila Rossi, Mayor

ATTEST:

Nikima S. Newsome, Chief City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

I HEREBY CERTIFY that Resolution No. 7990 was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 18th day of March 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

_____

Nikima Newsome, Chief City Clerk

City Council Agenda Report

ITEM NO. 12

DATE: March 18, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Alma Medina, Assistant to the City Manager

SUBJECT: **CONSIDERATION TO AUTHORIZE SUBMITTAL OF GRANT APPLICATION TO LOWE'S COMMUNITY IMPACT GRANT PROGRAM IN THE AMOUNT OF $1,700,000 FOR IMPROVEMENTS TO THE POLICE DEPARTMENT AND FIRE DEPARTMENT PUBLIC SAFETY FACILITIES**

Recommendation

It is recommended that the City Council:

a. Authorize the preparation and submittal of a grant application to the Lowe's community Impact Grant Program, in the amount of $1,700,000 to support improvements to the Police Department and Fire Department public safety facilities;
b. Authorize staff to pursue grant funding for a project to expand the Police Department locker room and Fire Department dormitory facilities to include dedicated accommodations for female personnel; and
c. Provide direction, as appropriate.

Executive Summary

This item requests City Council authorization to submit a grant application to the Lowe's Community Impact Grant Program, which funds renovation and improvement projects that strengthen community-serving facilities. The proposed project would expand the Police Department locker room facilities and Fire Department dormitory spaces to include dedicated accommodations for female personnel, addressing a longstanding limitation within the City's public safety infrastructure.

The City's Police and Fire Department facilities were constructed during a time when public safety agencies were predominantly staffed by male personnel. As a result, the existing facilities do not provide adequate locker room or dormitory accommodations for female staff. Expanding these facilities will help ensure that the City's public safety infrastructure supports a modern and diverse workforce while maintaining operational readiness.

The estimated total cost of the proposed project is $1,700,000, including approximately $750,000 for expansion of the Police Department locker room facilities and $950,000 for expansion of the Fire Department dormitory facilities. Grant funding, if awarded, would help offset a portion of the costs associated with design and construction of these improvements.

Background

The Police and Fire Department provide essential services to the community and operate on a

24-hour basis to ensure the safety and wellbeing of South Pasadena residents. Public safety facilities must therefore provide functional spaces that support operational readiness, personnel safety, and appropriate working conditions.

The City's existing Police Department and Fire Department facilities were constructed many years ago and reflect design standards common at the time, when public safety workforces were predominantly male. As the composition of the workforce has evolved, the City's facilities have not been expanded or modernized to fully accommodate female personnel. Currently, the Police Department locker room and Fire Department dormitory facilities do not provide sufficient dedicated accommodations for women.

The need to improve these facilities has previously been identified through the City's public safety facilities improvement planning efforts. These projects have been recognized as important upgrades to modernize aging facilities and provide equitable accommodations for all personnel. However, funding has not yet been identified to support the design and construction phases required to implement the improvements.

The proposed project would expand and renovate existing locker room and dormitory areas within the Police Department and Fire Department facilities to create dedicated accommodations for female personnel and modernize these critical public safety spaces.

Analysis

The Lowe's Community Impact Grant Program supports renovation and improvement projects that strengthen shared community spaces and facilities that serve the public. The program is part of Lowe's broader commitment to invest in community infrastructure projects that improve the quality, safety, and accessibility of spaces used by residents and community-serving organizations. The grant application is due on March 20, 2026.

Eligible projects typically include improvements to schools, parks, community centers, nonprofit facilities, and other spaces that support community wellbeing. Projects are evaluated based on their ability to address community needs, improve public-serving infrastructure, and create long-term benefits for residents.

The City's proposed project aligns with these objectives by improving facilities used by police officers and firefighters who provide essential emergency services to the South Pasadena community. Ensuring that first responders have adequate facilities supports the City's ability to maintain operational readiness and deliver reliable emergency response services.

Expanding locker room and dormitory accommodations to include dedicated facilities for female personnel will also help ensure that the City's public safety infrastructure reflects the needs of a modern and diverse workforce. As more women enter careers in policing and firefighting, it is important that facilities provide appropriate accommodations that meet standards for privacy, safety, and workplace equity.

These improvements also represent an important investment in the City's first responder infrastructure. Police officers and firefighters rely on station facilities to maintain operational readiness during long shifts and emergency responses, and modernizing these spaces helps ensure that personnel have the resources necessary to serve the community effectively.

The estimated total cost of the project is $1,700,000, including $750,000 for expansion of the

Police Department locker room facilities and $950,000 for expansion of the Fire Department dormitory facilities. Grant funding, if awarded, would help offset a portion of the cost associated with the design and construction of these improvements and support the City's efforts to modernize its public safety facilities.

Fiscal Impact
Authorizing submission of the grant application does not appropriate funding and has no immediate impact. There is no match requirement for this grant.

The total estimated cost and request amount in the grant application is $1,700,000, which consists of $750,000 for the expansion and renovation of the Police Department locker room facilities and $950,000 for expansion and renovation of the Fire Department dormitory faculties.

If Council authorizes the submittal of application and it is successful, staff will return to City Council with a funding agreement.

Attachment:
Attachment No. 1 - 2026 Community Impact Project Nomination Form

2026 Community Impact Project Nomination Form

To submit a project nomination, please use the form provided below. Responses should be entered directly into the form. Please do NOT draft answers in other applications (e.g., Word, email, or notes apps) and paste them in, as doing so will prevent successful submission.
All answers must be typed directly into this form for your submission to be accepted.

As you complete your nomination, please keep in mind the following:

- All nominations must be submitted by March 20, 2026 at 11:59pm ET.
- Project ideas must be related to making physical improvements to a community space. Lowe's will not consider ideas that improve an individual's home or for-profit business location.
- A local nonprofit, school or city/municipality must be willing and able to lead the project.
- Do not enter more than one nomination per project - nominating a project multiple times will not increase the likelihood of a project being selected.
- If you are unsure if your project qualifies, please see the Program Terms and Conditions and check out Past Projects.

Thank you. We can't wait to hear from you!

First Name: Nick

Last Name: Kimball

Email Address:

Phone Number: 626-403-7230

Are you at least 21 years old?

- Select -Yes

I understand that Lowe's community impact projects are meant for local nonprofits, schools or cities/municipalities.

- Select -Yes

What type of organization are you nominating?

- Select – Municipality/Other

Name of organization you are nominating: City of South Pasadena

Nonprofit Contact Details

Contact Name: Nick Kimball

Phone Number: 626-403-7230

Email Address:

EIN Number (Optional)

Address (No P.O. boxes): 1414 Mission St., South Pasadena CA 91030

City: South Pasadena

State: CA

Zip Code: 91030

Tell us about the project you are nominating.

Where is the project located? (If the project doesn't have an exact address please provide the address of the nearest landmark)

The project is for two locations, that are next to each other :

1422 Mission Street South Pasadena, CA 91030

817 Mound Ave, South Pasadena CA 91030

Please estimate the distance between this project and the nearest Lowe's store:

- Select -0-10 miles

What is the closest Lowe's store to this project location? If you are unsure, please check the Lowe's Store Locator.

Lowes Outlet- Monrovia

Describe the space you are proposing to improve and the work to be completed as a part of the renovation.

The City of South Pasadena is proposing improvements to the Police Department locker room and Fire Department dormitory facilities, which currently lack dedicated accommodations for female personnel. These public safety facilities were constructed decades ago when policing and firefighting were predominantly male professions, and as a result the infrastructure has not kept pace with the evolving workforce.

The project will expand and renovate existing locker room and dormitory spaces to create secure, private, and appropriately designed facilities for female first responders. Planned improvements include expanded locker areas, restroom and shower facilities, and dedicated sleeping quarters within the fire station.

These renovations will modernize critical public safety infrastructure while ensuring that all personnel have access to facilities that support their safety, privacy, and operational readiness during long shifts and emergency responses.

Why is the project you're nominating important and how will it make a long-term difference in the community?

This project is important because it strengthens the infrastructure that supports the City's first responders, who protect the safety and wellbeing of the South Pasadena community every day.

Police officers and firefighters work extended shifts and must remain ready to always respond to emergencies. Modern and functional station facilities are essential to maintaining operational readiness and ensuring that first responders can perform their duties effectively.

In the long term, the project will also help the City support a more diverse and inclusive public safety workforce. As more women pursue careers in policing and firefighting, providing appropriate locker room and dormitory accommodations is critical for recruitment, retention, and workplace equity.

By modernizing these facilities, the City will be investing in infrastructure that supports first responders today while ensuring that future generations of public safety personnel have the resources they need to serve the community effectively.

What is the inspiration behind this project? Why is this project important to you?

The inspiration for this project comes from recognizing that the infrastructure supporting our first responders must evolve alongside the workforce that serves our community.

For decades, public safety facilities across the country were designed for workforces that were almost entirely male. Today, women are increasingly pursuing careers in policing and firefighting, and it is important that our facilities reflect that progress.

This project represents a commitment to ensuring that all members of our public safety departments have access to safe, functional, and equitable facilities. Supporting the people who dedicate their careers to protecting our community is incredibly important to us, and improving these facilities is one way we can demonstrate that commitment.

By investing in these upgrades, the City of South Pasadena is not only improving infrastructure but also showing appreciation for the men and women who serve our community every day.

What is the current status of this project?

- Select -Partially complete (design has started)

Can the project be completed between August 7 – December 15, 2026?

- Select -Yes

How will this Lowe's Community Impact grant be used?

- Select -Grant will provide remaining funds needed to complete project

What grant amount is requested?

- Select -$300,000 +

How did you first hear about Lowe's Community Impact Grant program?

- Select -Other

City Council Agenda Report

ITEM NO. 13

DATE: March 18, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nick Kimball, Assistant City Manager/CFO
Mark Siegfried, Accounting Manager/Controller

SUBJECT: **CONSIDERATION TO APPROVE THE RENEWAL OF THE SUBSCRIPTION AGREEMENT WITH DEBTBOOK FOR DEBT MANAGEMENT AND CONTINUING DISCLOSURE COMPLIANCE SOFTWARE SERVICES FOR THREE ADDITIONAL YEARS AND WAIVE COMPETITIVE BIDDING AS SET FORTH IN SOUTH PASADENA MUNICIPAL CODE SECTION 2.99-29(9)(D)**

Recommendation

It is recommended that the City Council:

a. Waive the formal bidding requirements for the purchase pursuant to Municipal Code Section 2.99-29(9)(d) and the City's Purchasing Policy;
b. Approve the renewal of the subscription agreement with DebtBook for three additional years through April 2029; and
c. Authorize the City Manager to execute the amendment in a form approved by the City Attorney.

Executive Summary

The City currently uses DebtBook - a cloud-based debt management platform implemented in 2022 - to improve tracking, reporting accuracy, and compliance with GASB standards, including Statements No. 87 and No. 96. The system centralizes debt obligations, automates amortization and interest calculations, supports continuing disclosure reporting, and provides audit-ready, GASB-compliant documentation in a secure cloud environment. Since implementation, it has strengthened internal controls, reduced reliance on manual spreadsheets, enhanced audit efficiency, and minimized compliance risk.

The proposed three-year renewal, totaling $46,500, will ensure uninterrupted service and continued access to historical data and reporting tools, with first-year funding included in the adopted FY 2025-26 Finance Department operating budget and subsequent years will be budgeted accordingly. The renewal qualifies for a waiver from formal bidding requirements due to the platform's proprietary nature, operational continuity needs, cost efficiency compared to replacement, and the importance of avoiding disruption to financial reporting and disclosure obligations.

Background

In 2022, the City engaged DebtBook to improve tracking, reporting accuracy, and compliance with Governmental Accounting Standards Board (GASB) requirements, including GASB

Statements No. 87 (Leases), No. 96 (SBITAs), and related reporting standards. DebtBook is a cloud-based debt management software platform designed specifically for government and nonprofit entities. The software assists the Finance Department in managing outstanding debt issuances, lease liabilities, subscription-based IT arrangements (SBITAs), and continuing disclosure obligations.

The current DebtBook subscription term expires on April 20, 2026.

Analysis
GASB Statements No. 87 and No. 96 require governments to recognize and report lease obligations and subscription-based information technology arrangements on their financial statements, creating new tracking and disclosure responsibilities for City staff. Managing these requirements across multiple agreements involves calculating right-of-use assets, liability amortization schedules, and generating audit-ready documentation on an ongoing basis. A debt management software platform is one approach cities use to centralize this work, automate required calculations, and produce the reports necessary for financial statement preparation and audit compliance.

To achieve support staff in meeting these obligations, the City engaged DebtBook in 2022. DebtBook provides the following key benefits:

- Centralized tracking of all City debt obligations
- Automated amortization schedules and interest calculations
- Continuing disclosure management and reporting
- GASB-compliant reporting tools
- Audit-ready documentation and reporting exports
- Secure cloud-based storage of debt documents

Since implementation, the platform has improved internal controls, reduced manual spreadsheet tracking, enhanced audit efficiency, and minimized compliance risk. The proposed renewal maintains uninterrupted service and continued access to historical data, reporting modules, and compliance tracking tools.

The three-year subscription cost is $46,500. Funding for the first year of this agreement is included in the adopted FY 2025-26 Finance Department operating budget. Subsequent years will be included as part of the operating budget until the term of the agreement ends.

Staff recommends City Council waive formal bid requirements, pursuant to the City's Purchasing Policy, for the following reasons:

1. Proprietary Platform – DebtBook is a proprietary software solution owned and exclusively provided by DebtBook. No third-party vendors are authorized to resell or support the platform.
2. Continuity of Operations – The City's historical debt, lease, and SBITA data are housed within the existing system. Transitioning to another platform would require significant staff time for data migration, verification, parallel system testing, and retraining.
3. Cost Efficiency – The cost to procure and implement a new debt management system would exceed the annual renewal cost due to:
    - Implementation and onboarding fees
    - Data conversion expenses

- Staff training
- Temporary dual-system operation during transition

4. Operational Risk Mitigation – Maintaining the current system avoids disruption to financial reporting cycles, audit timelines, and continuing disclosure obligations.

Based on these factors, competitive bidding is not practical or in the City's best financial interest for this renewal.

Fiscal Impact
The three-year subscription cost is $46,500. Funding for the first year of this agreement is included in the adopted FY 2025-26 Finance Department operating budget. Subsequent years will be included as part of the operating budget until the term of the agreement ends.
No additional staffing or hardware costs are anticipated.

Attachment:
Attachment No. 1 DebtBook Contract 4-21-22 to 4-20-23
Attachment No. 2 - DebtBook Renewal 4-21-23 to 4-20-26
Attachment No. 3 - DebtBook Renewal 4-21-26 to 4-20-29

South Pasadena, CA

South Pasadena, CA
South Pasadena, CA 91030

Armine Trashian
atrashian@southpasadenaca.gov
+1 (626) 403-7255

Reference: 20220411-152352252
Quote created: April 11, 2022
Quote expires: April 30, 2022
Quote created by: Bill Fray
Regional Sales Director
bill.fray@debtbook.com
+1 (407) 463-5117

Comments from Bill Fray

DebtBook is excited to offer a 10% discount thanks to you all being reffered by RAMS

Products & Services

Item & Description	SKU	Quantity	Unit Price	Total
22 Implementation Charge Tier 2 This covers the cost of our full-service implementation process for your organization.	22IT2	1	$0.00	$0.00
22 Subscription Charge Tier 2 This represents the annual subscription charge your organization pays for access to the DebtBook platform. There are no additional charges - this covers onboarding, unlimited users, external sharing, support and training.	22ST2	1	$9,750.00 / year	$8,775.00 / year after $975.00 discount for 1 year

Subtotals

Annual subtotal	$8,775.00
	after $975.00 discount
Total	**$8,775.00**

Questions? Contact me



Bill Fray
Regional Sales Director
bill.fray@debtbook.com
+1 (407) 463-5117

DebtBook
300 West Summit Ave, Suite 110
Charlotte, NC 28203
United States

ORDER FORM

Fifth Asset, Inc., d/b/a DebtBook ("**DebtBook**") is pleased to provide **South Pasadena, CA** ("**Customer**") with the Services subject to the terms established in this Order Form. This Order Form may be modified or replaced from time to time by a subsequent Order Form duly executed and delivered by each party in connection with any Renewal Term.

The Services are subject to DebtBook's General Terms & Conditions (the "**Terms & Conditions**"), which have been provided to Customer, and the Incorporated Documents referenced in the Terms & Conditions. Each capitalized term used but not defined in this Order Form has the meaning given in the Terms & Conditions.

Order Details
Effective Date: 4/21/2022
Initial Term End Date: 4/20/2023
Initial Pricing Tier: Tier 2
Billing Frequency: Annually
Payment Terms: Net 30

Services. Subject to the terms described in this Order Form, DebtBook will grant Customer access to the Application Services during the Initial Term described above and, if applicable, each subsequent Renewal Term. As part of the initial implementation and onboarding process, DebtBook will provide Customer with the Implementation Services. DebtBook will also provide Customer with the Support Services throughout the Term.

Fees. DebtBook will charge Customer (1) a one-time Implementation Fee for its initial Implementation Services and (2) a recurring Subscription Fee for Customer's ongoing access to the Application Services and Support Services.

Generally, DebtBook sets Fees using its standard pricing schedule for the Services based on the Customer's applicable Pricing Tier, which is based on the total number and amount of debt and lease obligations outstanding at the time of determination. The Initial Pricing Tier indicated above is based on Customer's good faith estimate of its total number and amount of debt and lease obligations currently outstanding and will not change during the Initial Term, regardless of (1) the actual number or amount of the Customer's debt and lease obligations implemented as part of the Implementation Services or (2) any changes during the Initial Term to Customer's debt and lease obligations.

Billing. Unless otherwise provided in the Customer Terms, all Fees will be due and payable in advance on the terms indicated above, and each invoice will be emailed to the Customer's billing contact indicated below.

Renewal Term. The Initial Term is subject to renewal on the terms set forth in the Terms & Conditions. The pricing tier applicable for each Renewal Term will be determined based on the aggregate number and amount of the Customer's debt and lease obligations outstanding at the time of renewal.

Termination. The Agreement is subject to early termination on the terms set forth in the Terms & Conditions.

Entire Agreement. By executing this Order Form, each party agrees to be bound by (1) this Order Form, (2) the Terms & Conditions, (3) the Incorporated Documents, and (4) any Customer Terms.

This Order Form, the Customer Terms, the Terms & Conditions, and the Incorporated Documents constitute the complete "Agreement" between the parties and supersede any prior discussion or representations regarding the Customer's purchase and use of the Services.

Intellectual Property. Except for the limited rights and licenses expressly granted to Customer under this Order Form and the Terms & Conditions, nothing in the Agreement grants to Customer or any third party any intellectual property rights or other right, title, or interest in or to the DebtBook IP.

Important Disclaimers & Limitations. EXCEPT FOR THE WARRANTIES SET FORTH IN THE TERMS & CONDITIONS, DEBTBOOK IP IS PROVIDED "AS IS," AND DEBTBOOK DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE. IN ADDITION, TO THE EXTENT PERMITTED BY APPLICABLE LAW, THE PARTIES' LIABILITIES UNDER THE AGREEMENT ARE LIMITED AS SET FORTH IN THE TERMS & CONDITIONS.

Notices. Any Notice delivered under the Agreement will be delivered to the address below each party's signature below.

Authority; Execution. Each of the undersigned represents that they are authorized to (1) execute and deliver this Order Form on behalf of their respective party and (2) bind their respective party to the terms of the Agreement. This Order Form and any other documents executed and delivered in connection with the Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. To the extent permitted by applicable law, electronic signatures may be used for the purpose of executing the Order Form by email or other electronic means. Any document delivered electronically and accepted is deemed to be "in writing" to the same extent and with the same effect as if the document had been signed manually.

FIFTH ASSET, INC., D/B/A DEBTBOOK

By: Tyler Traudt
Name: Tyler Traudt
Title: CEO

Notice Address

300 W. Summit Avenue, Suite 110
Charlotte, NC 28203
Attention: Chief Executive Officer
tyler.traudt@debtbook.com

SOUTH PASADENA, CA

By:
Name: Kenneth [illegible]
Title: Int. Director of Finance

Notice Address

1414 Mission St
South Pasadena, CA 91030
Attention: [Contact]
[Contact Email]

Billing Contact

Same as above

DEBTBOOK'S GENERAL TERMS & CONDITIONS

Please carefully read these General Terms and Conditions (these **"Terms & Conditions"**) which govern the Customer's access and use of the Services described in the Order Form.

By executing the Order Form and using any of the Services, the Customer agrees to be bound by these Terms.

1. Definitions.

"Aggregated Statistics" means data and information related to Customer's use of the Services that is used by DebtBook in an aggregate and anonymized manner, including statistical and performance information related to the Services.

"Agreement" means, collectively and to the extent applicable, the Order Form, any Customer Terms, these Terms & Conditions, and the Incorporated Documents, in each case as may be amended from time to time in accordance with their terms.

"Application Services" means DebtBook's debt and lease management software-as-a-service application.

"Appropriate Security Measures" means, collectively, commercially reasonable technical and physical controls and safeguards intended to protect Customer Data against destruction, loss, unauthorized disclosure, or unauthorized access by employees or contractors employed by DebtBook.

"Authorized User" means any of Customer's employees, consultants, contractors, or agents who are authorized by Customer to access and use any of the Services.

"Customer" means the person or entity purchasing the Services as identified in the Order Form.

"Customer Data" means, other than Aggregated Statistics, information, data, and other content, in any form or medium, that is transmitted by or on behalf of Customer or an Authorized User through the Services.

"Customer Terms" means any terms or agreements provided by Customer and applicable to the Services but only to the extent such terms or agreements are expressly referenced and incorporated into the Order Form. For the avoidance of doubt, "Customer Terms" does not include any purchase order or similar document generated by Customer unless such document is expressly referenced and incorporated into the Order Form.

"DebtBook" means Fifth Asset, Inc., d/b/a DebtBook, a Delaware corporation, and its permitted successor and assigns.

"DebtBook IP" means (1) the Services, Documentation, and Feedback, including all ideas, concepts, discoveries, strategies, analyses, research, developments, improvements, data, materials, products, documents, works of authorship, processes, procedures, designs, techniques, inventions, and other intellectual property, whether or not patentable or copyrightable, and all embodiments and derivative works of each of the foregoing in any form and media, that are developed, generated or produced by DebtBook arising from or related to the Services, Documentation, or Feedback; and (2) any intellectual property provided to Customer or any Authorized User in connection with the foregoing other than Customer Data.

"Documentation" means DebtBook's end user documentation and content, regardless of media, relating to the Services made available from time to time on DebtBook's website at https://support.debtbook.com.

"Feedback" means any comments, questions, suggestions, or similar feedback transmitted in any manner to DebtBook, including suggestions for new features, functionality, or changes to the DebtBook IP.

"**Governing State**" means, if Customer is a governmental entity, the state in which Customer is located. Otherwise, "Governing State" means the State of North Carolina.

"**Implementation Services**" means onboarding and implementation services, including entry of relevant data, as necessary to make the Application Services available to the Customer during the Initial Term.

"**Incorporated Documents**" means, collectively, the Privacy Policy, the Documentation, the SLA, and the Usage Policy, as each may be updated from time to time in accordance with their terms. The Incorporated Documents, as amended, are incorporated into these Terms & Conditions by this reference. Current versions of the Incorporated Documents are available at https://www.debtbook.com/legal.

"**Initial Term**" means the Initial Term of the Services beginning on the Effective Date and ending on the Initial Term End Date, as established in the Order Form.

"**Order Form**" means (1) the order document executed and delivered by DebtBook and Customer for the Initial Term or (2) to the extent applicable, any subsequent order document executed and delivered by DebtBook and Customer for any Renewal Term, including, in each case, any applicable Order Form Supplement.

"**Order Form Supplement**" means any Order Form Supplement expressly referenced and incorporated by reference into any Order Form.

"**Privacy Policy**" means, collectively, DebtBook's privacy policy and any similar data policies generally applicable to all users of the Application Services, in each case as posted to DebtBook's website and as updated from time to time in accordance with their terms.

"**Renewal Term**" means any renewal term established in accordance with the terms of the Agreement.

"**Services**" means, collectively, the Application Services, the Implementation Services, and the Support Services.

"**SLA**" means the Service Level Addendum generally applicable to all users of the Application Services, as posted to DebtBook's website and as updated from time to time in accordance with its terms.

"**Support Services**" means the general maintenance services and technical support provided in connection with the Application, as more particularly described in the SLA.

"**Term**" means, collectively, the Initial Term and, if applicable, each successive Renewal Term.

"**Usage Policy**" means, collectively, DebtBook's acceptable usage policy, any end user licensing agreement, or any similar policy generally applicable to all end users accessing the Application Services, in each case as posted to DebtBook's website and as updated from time to time in accordance with its terms.

Each capitalized term used but not otherwise defined in these Terms & Conditions has the meaning given to such term in the applicable Order Form.

2. Access and Use.

(a) Provision of Access. Subject to the terms and conditions of the Agreement, DebtBook grants Customer and Customer's Authorized Users a non-exclusive, non-transferable (except as permitted by these Terms) right to access and use the Application Services during the Term, solely for Customer's internal use and for the Authorized Users' use in accordance with the

Agreement. DebtBook will provide to Customer the necessary passwords and network links or connections to allow Customer to access the Application Services.

(b) Documentation License. Subject to the terms and conditions of the Agreement, DebtBook grants to Customer and Customer's Authorized Users a non-exclusive, non-sublicensable, non-transferable (except as permitted by these Terms) license to use the Documentation during the Term solely for Customer's and its Authorized User's internal business purposes in connection with its use of the Services.

(c) Customer Responsibilities. Customer is responsible and liable for its Authorized Users' access and use of the Services and Documentation, regardless of whether such use is permitted by the Agreement. Customer must use reasonable efforts to make all Authorized Users aware of the provisions applicable to their use of the Services, including the Incorporated Documents.

(d) Use Restrictions. Customer may not at any time, directly or indirectly through any Authorized User, access or use the Services in violation of the Usage Policies, including any attempt to (1) copy, modify, or create derivative works of the Services or Documentation, in whole or in part; (2) sell, license, or otherwise transfer or make available the Services or Documentation except as expressly permitted by the Agreement; or (3) reverse engineer, disassemble, decompile, decode, or otherwise attempt to derive or gain access to any software component of the Services, in whole or in part. Customer will not knowingly transmit any personally identifiable information to DebtBook or any other third-party through the Services.

(e) Suspension. Notwithstanding anything to the contrary in the Agreement, DebtBook may temporarily suspend Customer's and any Authorized User's access to any or all of the Services if: (1) Customer is more than 45 days late in making any payment due under, and in accordance with, the terms of the Agreement, (2) DebtBook reasonably determines that (A) there is a threat or attack on any of the DebtBook IP; (B) Customer's or any Authorized User's use of the DebtBook IP disrupts or poses a security risk to the DebtBook IP or to any other customer or vendor of DebtBook; (C) Customer, or any Authorized User, is using the DebtBook IP for fraudulent or other illegal activities; or (D) DebtBook's provision of the Services to Customer or any Authorized User is prohibited by applicable law; or (3) any vendor of DebtBook has suspended or terminated DebtBook's access to or use of any third-party services or products required to enable Customer to access the Services (any such suspension, a **"Service Suspension"**). DebtBook will use commercially reasonable efforts to (i) provide written notice of any Service Suspension to Customer, (ii) provide updates regarding resumption of access to the Services, and (iii) resume providing access to the Services as soon as reasonably possible after the event giving rise to the Service Suspension is cured. DebtBook is not liable for any damage, losses, or any other consequences that Customer or any Authorized User may incur as a result of a Service Suspension.

(f) Aggregated Statistics. Notwithstanding anything to the contrary in the Agreement, DebtBook may monitor Customer's use of the Services and collect and compile Aggregated Statistics. As between DebtBook and Customer, all right, title, and interest in Aggregated Statistics, and all intellectual property rights therein, belong to and are retained solely by DebtBook. DebtBook may compile Aggregated Statistics based on Customer Data input into the Services. DebtBook may (1) make Aggregated Statistics publicly available in compliance with applicable law, and (2) use Aggregated Statistics as permitted under applicable law so long as, in each case, DebtBook's use of any Aggregated Statistics does not identify the Customer or disclose Customer's Confidential Information.

3. Service Levels and Support. Subject to the terms and conditions of the Agreement, DebtBook will use commercially reasonable efforts to make the Application Services and Support Services available in accordance with the SLA.

4. Fees and Payment.

(a) Fees. Customer will pay DebtBook the fees ("**Fees**") set forth in the Order Form. DebtBook will invoice Customer for all Fees in accordance with the invoicing schedule and requirements set forth in the Order Form. Customer must pay all Fees in US dollars, and all Fees are fully earned once paid. To the extent permitted by applicable law, if Customer fails to make any payment when due, DebtBook may, without limiting any of its other rights, charge interest on the past due amount at the lowest of (1) the rate of 1.5% per month, (2) the rate established in any Customer Term, or (3) the maximum rate permitted under applicable law.

(b) Taxes. All Fees and other amounts payable by Customer under the Agreement are exclusive of taxes and similar assessments. Unless Customer is exempt from making any such payment under applicable law or regulation, Customer is responsible for all applicable sales, use, and excise taxes, and any other similar taxes, duties, and charges of any kind imposed by any federal, state, or local governmental or regulatory authority on any amounts payable by Customer under the Agreement, other than any taxes imposed on DebtBook's income.

5. Confidential Information.

(a) From time to time during the Term, either party (the "**Disclosing Party**") may disclose or make available to the other party (the "**Receiving Party**") information about the Disclosing Party's business affairs, products, confidential intellectual property, trade secrets, third-party confidential information, and other sensitive or proprietary information, whether in written, electronic, or other form or media, that is marked, designated, or otherwise identified as "confidential", or which a reasonable person would understand to be confidential or proprietary under the circumstances (collectively, "**Confidential Information**"). For the avoidance of doubt, DebtBook's Confidential information includes the DebtBook IP and the Application Services source code and specifications. As used in the Agreement, "Confidential Information" expressly excludes any information that, at the time of disclosure is (1) in the public domain; (2) known to the receiving party at the time of disclosure; (3) rightfully obtained by the Receiving Party on a non-confidential basis from a third party; or (4) independently developed by the Receiving Party.

(b) To the extent permitted by applicable law, the Receiving Party will hold the Disclosing Party's Confidential Information in strict confidence and may not disclose the Disclosing Party's Confidential Information to any person or entity, except to the Receiving Party's employees, officers, directors, agents, subcontractors, financial advisors, and attorneys who have a need to know the Confidential Information for the Receiving Party to exercise its rights or perform its obligations under the Agreement or otherwise in connection with the Services. Notwithstanding the foregoing, each party may disclose Confidential Information to the limited extent required (1) in order to comply with the order of a court or other governmental body, or as otherwise necessary to comply with applicable law, provided that the party making the disclosure pursuant to the order must first give written notice to the other party and make a reasonable effort to obtain a protective order; or (2) to establish a party's rights under the Agreement, including to make required court filings.

(c) On the expiration or termination of the Agreement, the Receiving Party must promptly return to the Disclosing Party all copies of the Disclosing Party's Confidential Information, or destroy all such copies and, on the Disclosing Party's request, certify in writing to the Disclosing Party that such Confidential Information has been destroyed.

(d) Each party's obligations under this Section are effective as of the Effective Date and will expire three years from the termination of the Agreement; provided, however, with respect to any Confidential Information that constitutes a trade secret (as determined under applicable law), such obligations of non-disclosure will survive the termination or expiration of the Agreement for as long as such Confidential Information remains subject to trade secret protection under applicable law.

6. Intellectual Property.

(a) DebtBook IP. As between Customer and DebtBook, DebtBook owns all right, title, and interest, including all intellectual property rights, in and to the DebtBook IP.

(b) Customer Data. As between Customer and DebtBook, Customer owns all right, title, and interest, including all intellectual property rights, in and to the Customer Data. Customer hereby grants to DebtBook a non-exclusive, royalty-free, worldwide license to reproduce, distribute, sublicense, and otherwise use and display the Customer Data and perform all acts with respect to the Customer Data as may be necessary or appropriate for DebtBook to provide the Services to Customer.

(c) Effect of Termination. Without limiting either party's obligations under Section 5, on written request by Customer made within 30 days after the effective date of termination of the Agreement, DebtBook, at no further charge to Customer, will (1) provide Customer with temporary access to the Application Services to permit Customer to retrieve its Customer Data in a commercially transferrable format and (2) use commercially reasonable efforts to assist Customer, at Customer's request, with such retrieval.

7. Limited Warranties.

(a) Functionality & Service Levels. During the Term, the Application Services will operate in a manner consistent with general industry standards reasonably applicable to the provision of the Application Services and will conform in all material respects to the Documentation and service levels set forth in the SLA when accessed and used in accordance with the Documentation. Except as expressly stated in the SLA, DebtBook does not make any representation, warranty, or guarantee regarding availability of the Application Services, and the remedies set forth in the SLA are Customer's sole remedies and DebtBook's sole liability under the limited warranty set forth in this paragraph.

(b) Security. DebtBook has implemented Appropriate Security Measures and has made commercially reasonable efforts to ensure its licensors and hosting providers, as the case may be, have implemented Appropriate Security Measures intended to protect Customer Data.

(c) EXCEPT FOR THE WARRANTIES SET FORTH IN THIS SECTION, DEBTBOOK IP IS PROVIDED "AS IS," AND DEBTBOOK HEREBY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE. DEBTBOOK SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE. EXCEPT FOR THE LIMITED WARRANTY SET FORTH IN THIS SECTION, DEBTBOOK MAKES NO WARRANTY OF ANY KIND THAT THE DEBTBOOK IP, OR ANY PRODUCTS OR RESULTS OF THE USE THEREOF, WILL MEET CUSTOMER'S OR ANY OTHER PERSON'S REQUIREMENTS, OPERATE WITHOUT INTERRUPTION, ACHIEVE ANY INTENDED RESULT, BE COMPATIBLE OR WORK WITH ANY SOFTWARE, SYSTEM, OR OTHER SERVICES, OR BE SECURE, ACCURATE, COMPLETE, FREE OF HARMFUL CODE, OR ERROR FREE.

(d) DebtBook exercises no control over the flow of information to or from the Application Service, DebtBook's network, or other portions of the Internet. Such flow depends in large part on the performance of Internet services provided or controlled by third parties. At times, actions or inactions of such third parties can impair or disrupt connections to the Internet. Although DebtBook will use commercially reasonable efforts to take all actions DebtBook deems appropriate to remedy and avoid such events, DebtBook cannot guarantee that such events will not occur. ACCORDINGLY, DEBTBOOK DISCLAIMS ANY AND ALL LIABILITY RESULTING FROM OR RELATING TO ALL SUCH EVENTS, AND EXCEPT AS OTHERWISE EXPRESSLY PROVIDED IN THE AGREEMENT, ANY OTHER ACTIONS OR INACTIONS CAUSED BY OR UNDER THE CONTROL OF A THIRD PARTY.

8. Indemnification.

(a) DebtBook Indemnification.

(i) DebtBook will indemnify, defend, and hold harmless Customer from and against any and all losses, damages, liabilities, costs (including reasonable attorneys' fees) (collectively, "**Losses**") incurred by Customer resulting from any third-party claim, suit, action, or proceeding ("**Third-Party Claim**") that the Application Services, or any use of the Application Services in accordance with the Agreement, infringes or misappropriates such third party's US patents, copyrights, or trade secrets, provided that Customer promptly notifies DebtBook in writing of the Third-Party Claim, reasonably cooperates with DebtBook in the defense of the Third-Party Claim, and allows DebtBook sole authority to control the defense and settlement of the Third-Party Claim.

(ii) If such a claim is made or appears possible, Customer agrees to permit DebtBook, at DebtBook's sole expense and discretion, to (A) modify or replace the DebtBook IP, or component or part of the DebtBook IP, to make it non-infringing, or (B) obtain the right for Customer to continue use. If DebtBook determines that neither alternative is reasonably available, DebtBook may terminate the Agreement in its entirety or with respect to the affected component or part, effective immediately on written notice to Customer, so long as, in each case, DebtBook promptly refunds or credits to Customer all amounts Customer paid with respect to the DebtBook IP that Customer cannot reasonably use as intended under the Agreement.

(iii) DebtBook's indemnification obligation under this Section will not apply to the extent that the alleged infringement arises from Customer's use of the Application Services in combination with data, software, hardware, equipment, or technology not provided or authorized in writing by DebtBook or modifications to the Application Services not made by DebtBook.

(b) Sole Remedy. SECTION 8(a) SETS FORTH CUSTOMER'S SOLE REMEDIES AND DEBTBOOK'S SOLE LIABILITY FOR ANY ACTUAL, THREATENED, OR ALLEGED CLAIMS THAT THE SERVICES INFRINGE, MISAPPROPRIATE, OR OTHERWISE VIOLATE ANY THIRD PARTY'S INTELLECTUAL PROPERTY RIGHTS. IN NO EVENT WILL DEBTBOOK'S LIABILITY UNDER SECTION 8(a) EXCEED $1,000,000.

(c) Customer Indemnification. To the extent permitted by applicable law, Customer will indemnify, hold harmless, and, at DebtBook's option, defend DebtBook from and against any Losses resulting from any Third-Party Claim that the Customer Data, or any use of the Customer Data in accordance with the Agreement, infringes or misappropriates such third party's intellectual property rights and any Third-Party Claims based on Customer's or any Authorized User's negligence or willful misconduct or use of the Services in a manner not authorized by the Agreement.

9. Limitations of Liability. EXCEPT AS EXPRESSLY OTHERWISE PROVIDED IN THIS SECTION, IN NO EVENT WILL EITHER PARTY BE LIABLE UNDER OR IN CONNECTION WITH THE AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE, FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, ENHANCED, OR PUNITIVE DAMAGES, REGARDLESS OF WHETHER EITHER PARTY WAS ADVISED OF THE POSSIBILITY OF SUCH LOSSES OR DAMAGES OR SUCH LOSSES OR DAMAGES WERE OTHERWISE FORESEEABLE. EXCEPT AS EXPRESSLY OTHERWISE PROVIDED IN THIS SECTION, IN NO EVENT WILL THE AGGREGATE LIABILITY OF DEBTBOOK ARISING OUT OF OR RELATED TO THE AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE EXCEED THE TOTAL AMOUNTS PAID TO DEBTBOOK UNDER THE AGREEMENT IN THE 12-MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO THE CLAIM. THE EXCLUSIONS AND LIMITATIONS IN THIS SECTION DO NOT APPLY TO CLAIMS PURSUANT TO SECTION 8.

10. Term and Termination.

(a) Term. Except as the parties may otherwise agree in the Order Form, or unless terminated earlier in accordance with the Agreement:

(i) the Initial Term of the Agreement will begin on the Effective Date and end on the Initial Term End Date;

(ii) the Agreement will automatically renew for successive 12-month Renewal Terms unless either party gives the other party written notice of non-renewal at least 30 days before the expiration of the then-current term; and

(iii) each Renewal Term will be subject to the same terms and conditions established under the Agreement, with any Fees determined in accordance with DebtBook's then-current pricing schedule published on DebtBook's website and generally appliable to all users of the Services, as provided to Customer at least 60 days before the expiration of the then-current term.

(b) Termination. In addition to any other express termination right set forth in the Agreement:

(i) DebtBook may terminate the Agreement immediately if Customer breaches any of its obligations under Section 2 or Section 5;

(ii) Customer may terminate the Agreement in accordance with the SLA;

(iii) either party may terminate the Agreement, effective on written notice to the other party, if the other party materially breaches the Agreement, and such breach: (A) is incapable of cure; or (B) being capable of cure, remains uncured 30 days after the non-breaching party provides the breaching party with written notice of such breach;

(iv) if (1) Customer is a governmental entity and (2) sufficient funds are not appropriated to pay for the Application Services, then Customer may terminate the Agreement at any time without penalty following 30 days prior written notice to DebtBook; or

(v) either party may, to the extent permitted by law, terminate the Agreement, effective immediately on written notice to the other party, if the other party becomes insolvent or is generally unable to pay, or fails to pay, its debts as they become due or otherwise becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency law.

(c) Survival. Only this Section and Section 1 (Definitions), Sections 4 through 6 (Fees; Confidential Information; Intellectual Property), Section 7(c) (Disclaimer of Warranties), and Sections 8, 9 and 12 (Indemnification; Limitations of Liability; Miscellaneous) will survive any termination or expiration of the Agreement.

11. Independent Contractor. The parties to the Agreement are independent contractors. The Agreement does not create a joint venture or partnership between the parties, and neither party is, by virtue of the Agreement, authorized as an agent, employee, or representative of the other party.

12. Miscellaneous.

(a) Governing Law; Submission to Jurisdiction. The Agreement will be governed by and construed in accordance with the laws of the Governing State, without regard to any choice or conflict of law provisions, and any claim arising out of the Agreement may be brought in the state or federal courts located in the Governing State. Each party irrevocably submits to the jurisdiction of such courts in any such suit, action, or proceeding.

(b) Entire Agreement; Order of Precedence. The Order Form, any Customer Terms, the Terms & Conditions, and the Incorporated Documents constitute the complete Agreement between the parties and supersede any prior discussion or representations regarding the Customer's purchase and use of the Services.

To the extent any conflict exists between the terms of the Agreement, the documents will govern in the following order or precedence: (1) the Order Form (2) the Customer Terms, (3) the Terms & Conditions, and (4) the Incorporated Documents. No other purchasing order or similar instrument issued by either party in connection with the Services will have any effect on the Agreement or bind the other party in any way.

(c) Amendment; Waiver. No amendment to the Order Form, the Terms & Conditions, or the Customer Terms will be effective unless it is in writing and signed by an authorized representative of each party. DebtBook may update the Incorporated Documents from time-to-time following notice to Customer so long as such updates are generally applicable to all users of the Services. No waiver by any party of any of the provisions of the Agreement will be effective unless explicitly set forth in writing and signed by the party so waiving. Except as otherwise set forth in the Agreement, no failure to exercise, delay in exercising, or any partial exercise of any rights, remedy, power, or privilege arising from the Agreement will in any way waive or otherwise limit the future exercise of any right, remedy, power, or privilege available under the Agreement.

(d) Notices. All notices, requests, consents, claims, demands, and waivers under the Agreement (each, a **"Notice"**) must be in writing and addressed, if to Customer, to the recipients and addresses set forth on the Order Form (or to such other address as Customer may designate from time to time in accordance with this Section). All Notices to DebtBook must be addressed to the recipients and addresses set forth at https://www.debtbook.com/legal. All Notices must be delivered by personal delivery, nationally recognized overnight courier (with all fees pre-paid), or email (with confirmation of transmission), or certified or registered mail (in each case, return receipt requested, postage pre-paid).

(e) Force Majeure. In no event will either party be liable to the other party, or be deemed to have breached the Agreement, for any failure or delay in performing its obligations under the Agreement (except for any obligations to make payments), if and to the extent such failure or delay is caused by any circumstances beyond such party's reasonable control, including acts of God, flood, fire, earthquake, pandemic, epidemic, problems with the Internet, shortages in materials, explosion, war, terrorism, invasion, riot or other civil unrest, strikes, labor stoppages or slowdowns or other industrial disturbances, or passage of law or any action taken by a governmental or public authority, including imposing an embargo.

(f) Severability. If any provision of the Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability will not affect any other term or provision of the Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.

(g) Assignment. Either party may assign its rights or delegate its obligations, in whole or in part, on 30 days prior written notice to the other party, to an affiliate or an entity that acquires all or substantially all of the business or assets of such party, whether by merger, reorganization, acquisition, sale, or otherwise. Except as stated in this paragraph, neither party may assign any of its rights or delegate any of its obligations under the Agreement without the prior written consent of the other party, which consent may not be unreasonably withheld, conditioned, or delayed. The Agreement is binding on and inures to the benefit of the parties and their permitted successors and assigns.

(h) Marketing. Neither party may issue press releases related to the Agreement without the other party's prior written consent. Either party may include the name and logo of the other party in lists of customers or vendors.

(i) State-Specific Certifications & Agreements. To the extent required under the laws of the Governing State, DebtBook hereby certifies and agrees as follows:

(i) DebtBook has not been designated by any applicable government authority or body as a company engaged in the boycott of Israel under the laws of the Governing State;

(ii) DebtBook is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the Agreement by any governmental department or agency of the Governing State;

(iii) DebtBook will not discriminate against any employee or applicant for employment because of race, ethnicity, gender, gender identity, sexual orientation, age, religion, national origin, disability, color, ancestry, citizenship, genetic information, political affiliation or military/veteran status, or any other status protected by federal, state, or local law; and

(iv) DebtBook will verify the work authorization of its employees using the federal E-Verify program and standards as promulgated and operated by the United States Department of Homeland Security and, if applicable, will require its subcontractors to do the same.

(j) Execution. Any document executed and delivered in connection with the Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. To the extent permitted by applicable law, electronic signatures may be used for the purpose of executing the Order Form by email or other electronic means. Any document delivered electronically and accepted is deemed to be "in writing" to the same extent and with the same effect as if the document had been signed manually.

RENEWAL ORDER FORM

Fifth Asset, Inc., d/b/a DebtBook ("**DebtBook**") is pleased to provide **South Pasadena, CA** ("**Customer**") with the Services subject to the terms established in this Order Form, including DebtBook's Price Quote attached as **Exhibit A** and incorporated herein by this reference (the "**DebtBook Quote**").

On and after the Effective Date listed below, this Order Form supersedes and replaces the Order Form previously executed and delivered by DebtBook and the Customer (the "**Original Order Form**"). This Order Form may be modified or replaced from time to time by a subsequent Order Form duly executed and delivered by each party in connection with any Renewal Term.

The Services are subject to DebtBook's General Terms & Conditions, which were provided to Customer in connection with the execution and delivery of the Original Order Form (the "**Terms & Conditions**"), and the Incorporated Documents referenced in the Terms & Conditions. Each capitalized term used but not defined in this Order Form has the meaning given in the Terms & Conditions.

Order Form Details	
Effective Date: 4/21/2023	Billing Frequency: Annually
Initial Term End Date: 4/20/2026	Payment Terms: Net 30
Initial Pricing Tier: Tier 2	See the DebtBook Quote for more details

Services. Subject to the terms described in this Order Form, DebtBook will grant Customer access to the Application Services during the Initial Term described above and, if applicable, each subsequent Renewal Term. As part of the onboarding process, DebtBook will provide Customer with the Onboarding Services and, if requested, the Implementation Services. DebtBook will also provide Customer with the Support Services throughout the Term.

Fees. DebtBook will charge Customer (1) a recurring Subscription Fee for Customer's access to the Onboarding Services, the Application Services, and the Support Services and (2) if applicable, an Implementation Fee for the Implementation Services, in each case as set forth in the DebtBook Quote and this Order Form.

Generally, DebtBook sets Fees using its standard pricing schedule for the Services based on the Customer's applicable Pricing Tier, which is based on the total number and amount of the Customer's Application Obligations at the time of determination. DebtBook's current pricing schedule and Pricing Tiers are set forth in the DebtBook Quote, which will remain in effect with respect to Customer throughout the Initial Term.

The Initial Pricing Tier indicated above is based on Customer's good faith estimate of its Application Obligations as of the Effective Date. The Subscription Fees to be charged as provided in the DebtBook Quote will not change during the Initial Term, regardless of any change to the actual number or amount of the Customer's Application Obligations during the Initial Term.

Implementation Services. At Customer's request, DebtBook will provide Implementation Services to Customer for a 12-month period, with each such period beginning, if applicable, on the Effective Date and on each anniversary of the Effective Date thereafter (each, an "**Implementation Period**"). Customer may request Implementation Services at any time during the Term.

If Implementation Services are requested for any Implementation Period, then the Implementation Fee will be based on the aggregate number and amount of the Customer's Application Obligations at the beginning of such Implementation Period. The Implementation Fee will be due and payable at the later of (1) the beginning of the applicable Implementation Period or (2) the date on which Customer requests Implementation Services for such Implementation Period, and will entitle Customer, in each case, to Implementation Services at the applicable Pricing Tier through the end of the Implementation Period then in effect.

For any Implementation Period, if the total number or amount of Customer's Application Obligations implemented causes Customer's applicable Pricing Tier to increase, then DebtBook will charge Customer an additional Implementation Fee such that the total Implementation Fee charged for such Implementation Period equals the Implementation Fee applicable to the increased Pricing Tier as set forth in the DebtBook Quote.

Billing. Unless otherwise provided in the Order Form or the Customer Terms, all Fees will be due and payable in advance on the terms indicated above, and each invoice will be emailed to the Customer's billing contact indicated below.

Renewal Term. The Agreement is subject to renewal on the terms set forth in the Terms & Conditions. The Pricing Tier applicable for each Renewal Term will be determined based on the aggregate number and amount of the Customer's Application Obligations at the time of renewal.

Termination. The Agreement is subject to early termination on the terms set forth in the Terms & Conditions.

Entire Agreement. By executing this Order Form, each party agrees to be bound by this Order Form, the Terms & Conditions, the Incorporated Documents, and any Customer Terms.

This Order Form, the Customer Terms, the Terms & Conditions, and the Incorporated Documents constitute the complete "Agreement" between the parties and supersede any prior discussion or representations regarding the Customer's purchase and use of the Services.

Intellectual Property. Except for the limited rights and licenses expressly granted to Customer under this Order Form and the Terms & Conditions, nothing in the Agreement grants to Customer or any third party any intellectual property rights or other right, title, or interest in or to the DebtBook IP.

Important Disclaimers & Limitations. EXCEPT FOR THE WARRANTIES SET FORTH IN THE TERMS & CONDITIONS, DEBTBOOK IP IS PROVIDED "AS IS," AND DEBTBOOK DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE. IN ADDITION, TO THE EXTENT PERMITTED BY APPLICABLE LAW, THE PARTIES' LIABILITIES UNDER THE AGREEMENT ARE LIMITED AS SET FORTH IN THE TERMS & CONDITIONS.

Notices. Any Notice delivered under the Agreement will be delivered to the address below each party's signature below.

Authority; Execution. Each of the undersigned represents that they are authorized to (1) execute and deliver this Order Form on behalf of their respective party and (2) bind their respective party to the terms of the Agreement. This Order Form and any other documents executed and delivered in connection with the Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. To the extent permitted by applicable law, electronic signatures may be used for the purpose of executing the Order Form by email or other electronic means. Any document delivered electronically and accepted is deemed to be "in writing" to the same extent and with the same effect as if the document had been signed manually.

FIFTH ASSET, INC., D/B/A DEBTBOOK

By: Tyler Traudt
Name: Tyler Traudt
Title: CEO

Notice Address

PO Box 667950
Charlotte, NC 28266
Attention: Chief Executive Officer
account-management@debtbook.com

SOUTH PASADENA, CA

By: Hsiulee K Tran
Name: Hsiulee K Tran
Title: Deputy Finance Director

Notice Address

1414 Mission St
South Pasadena, CA 91030
Attention: Hsiulee Tran
htran@southpasadenaca.gov

Billing Contact

Same as above

Exhibit A

DebtBook Quote

DebtBook Quote

South Pasadena, CA

1414 Mission St.

South Pasadena, CA 91030

Hsiulee Tran

Deputy Finance Director

atrinh@southpasadenaca.gov

Prepared By:

DebtBook

Tyler Hunt

Customer Success Manager

tyler.hunt@debtbook.com

Notice Address:

PO Box 667950

Charlotte, NC 28266

Products & Services

Description	Qty	Annual Fee	Discount	Total
Implementation Charge: Tier 2 This represents the cost of our Premium Implementation process for your organization.	1	$2,000 Year 1	$2,000	$0 Year 1 Cost
Subscription Charge: Tier 2 This represents the annual subscription charge your organization pays for access to the DebtBook platform. There are no additional charges - this covers unlimited users, external sharing, support and training.	1	$13,000 Year 1	$2,000	$11,000 Year 1 Cost
Subscription Charge: Tier 2 This represents the annual subscription charge your organization pays for access to the DebtBook platform. There are no additional charges - this covers unlimited users, external sharing, support and training.	1	$13,000 Year 2	$1,000	$12,000 Year 2 Cost
Subscription Charge: Tier 2 This represents the annual subscription charge your organization pays for access to the DebtBook platform. There are no additional charges - this covers unlimited users, external sharing, support and training.	1	$13,000 Year 3	-	$13,000 Year 3 Cost
Total 3 Year Renewal Cost with Implementation:				**$36,000**

DebtBook

RENEWAL AMENDMENT & ORDER FORM

This Renewal Amendment & Order Form ("**Renewal Amendment**") to the existing Agreement, as defined below, is entered into between Fifth Asset, Inc. d/b/a DebtBook ("**DebtBook**") and the Customer identified in the signature block below ("**Customer**")(together, the "**Parties**"), is effective as of the date of Customer's signature below and amends the Agreement as set forth below.

RECITALS

WHEREAS, the Parties have previously executed the Agreement dated April 21, 2022 (together, the "**Agreement**"), as amended, which established the rights and obligations of each party with respect to the Services.

WHEREAS, the Parties now wish to amend the Agreement to renew the Agreement and the Services for an additional 36 months.

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth herein and the continuing rights and obligations of the parties as set forth in the Agreement and the Renewal Amendment, the parties agree as follows:

SERVICES & FEES

Treasury
Item & Description
Debt Accounting Annual recurring fee for DebtBook's debt accounting software-as-a-service application provided to Customer through access to the Application Services
Debt Management Core Annual recurring fee for DebtBook's debt management software-as-a-service application provided to Customer through access to the Application Services

Compliance
Item & Description
Lease & SBITA Management Complete Annual recurring fee for DebtBook's Lease and SBITA management software-as-a-service application provided to Customer through access to the Application Services

Annual Summary	**Year 1**	**Year 2**	**Year 3**
Recurring Subscription Fees	$15,000.00	$15,500.00	$16,000.00
One-Time Implementation Fees	$0.00		
Annual Total	**$15,000.00**	**$15,500.00**	**$16,000.00**
TOTAL CONTRACT VALUE			**$46,500.00**

TERMS

1. The Parties have agreed to renew and extend the Agreement for an additional 3 years beginning on April 21, 2026 (the "**Renewal Date**") and concluding on April 20, 2029 (the "**Renewal Term**").

2. The definition for "**Application Services**" in the Agreement is hereby amended to mean the Products and other application-based services that DebtBook offers to Customer through access to the DebtBook application. "**Products**" means, collectively, any products DebtBook may offer to Customer from time to time through the Application Services, in each case as established in any Order Form then in effect. The specific Products offered to Customer as part of the Application Services are limited to those Products expressly described in any Order Form then in effect.

3. The Fees for each year of the Renewal Term are set forth above and will be due and payable on the Renewal Date and on each anniversary thereafter, subject in each case to the payment terms in the Agreement.

4. Any reference to the "Agreement" will mean the Agreement as modified by this Renewal Amendment. On the first day of the Renewal Term, this Renewal Amendment will constitute an "Order Form" as defined in the Agreement. Capitalized terms not defined herein will have the same meaning ascribed to them as set forth in the Agreement.

5. The express provisions of this Renewal Amendment constitute the sole amendment and modification of the Agreement by and between the Parties in connection with the Renewal Term. This Renewal Amendment may be executed in counterparts, including facsimile or other electronic counterparts.

6. Each of the undersigned represents that they are authorized to (1) execute and deliver this Renewal Amendment on behalf of their respective party and (2) bind their respective party to the terms of the Agreement, and (3) sufficient funds have been appropriated and are available to pay any Fees due under the Agreement in Customer's current fiscal year.

Fifth Asset, Inc. d/b/a DebtBook	**South Pasadena, CA**
By:	By:
Name:	Name:
Title:	Title:
Date:	Date:

City Council Agenda Report

ITEM NO. 14

DATE: March 18, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Julian Lee, Director of Public Works
Michael Vartanians, City Engineer
Danielle Garcia, Management Analyst

SUBJECT: **CONSIDERATION TO AUTHORIZE SUBMITTAL OF A GRANT APPLICATION TO MOBILE SOURCE AIR POLLUTION REDUCTION REVIEW COMMITTEE IN THE AMOUNT OF $1,100,000 FOR THE MUNICIPAL ELECTRIC VEHICLE INFRASTRUCTURE RESILIENCY AND EXPANSION PROJECT, INCLUSIVE OF THE PURCHASE OF AN EV ARC SOLAR POWERED SOLUTION**

Recommendation

It is recommended that the City Council:

a. Authorize the preparation and submittal of a grant application to the Mobile Source Air Pollution Reduction Review Committee, in the amount of $1,100,000 to support the City's electric vehicle charging infrastructure, including the purchase of an EV ARC solar-powered solution; and
b. Authorize staff to pursue grant funding for a project to support the City's electric vehicle charging infrastructure, and the acquisition of solar-powered charging equipment; and
c. Provide direction, as appropriate.

Executive Summary

Staff is seeking authorization to apply for the Mobile Source Air Pollution Reduction Review Committee's Charging Infrastructure Resiliency Program to strengthen the operational reliability of the City's electric vehicle (EV) charging facilities & infrastructure. The proposed project is multi-focused on retrofitting existing Level 2 (L2) chargers at the Hope Street and Mound Avenue parking lot, exploring the addition of Level 3 (L3) fast-charging infrastructure for Public Works fleet transition, integrating resiliency in the form of solar panel and battery storage expansion, and acquiring one EV ARC solar-powered charging unit.

The EV ARC system is a self-contained solar powered EV Charging station with integrated battery storage that operates independently of the electrical grid. The system can be deployed quickly without trenching or utility connections and can be relocated if operational needs change. According to the product specifications, one EV ARC charging unit can charge up to six EV's at the same time, for a total of up to 265 e-miles per day.

By integrating on-site distributed energy resources (DER) and microgrid systems, the City will ensure that critical fleet and public charging assets remain functional during grid disruptions or

Public Safety Power Shutoffs (PSPS). The project directly supports the City's Sustainability Strategic Goal and Climate Action Plan (CAP) by establishing a resilient infrastructure foundation to support the broader City fleet transition.

Background
The Mobile Source Air Pollution Reduction Review Committee (MSRC) provides Clean Transportation Funding to accelerate the transition toward a zero-emission future. The primary goal of this grant program is to mitigate vulnerabilities introduced by grid dependence, ensuring minimal interruptions to essential municipal and emergency response operations during outages.

On December 4, 2024, City Council authorized a site lease agreement for a solar carport and battery backup system at the Hope Street and Mound Avenue parking lot. While that project provides clean energy to City Hall, it was noted that the system would not power the existing Southern California Edison Charge Ready L2 EV chargers. This grant provides a pathway to retrofit those L2 chargers for resiliency while simultaneously supporting the City's broader Zero Emission Vehicle (ZEV) fleet policy by upgrading Public Works infrastructure.

Analysis
The MSRC is soliciting conceptual projects to design, construct, or retrofit EV charging facilities with resiliency features. The program aims to improve reliability through the integration of DER, microgrid systems and on-site power technologies. Applications for this $30 million funding pool are currently being accepted to support projects that can operate independently of the grid.

Eligible Grant Uses
The MSRC grant identifies eligible projects under the program, including:

- New Publicly Accessible Charging Facilities: Construction of new sites with integral resiliency.
- Retrofit of Existing Facilities: Upgrading current public or semi-public sites to include microgrid or DER features.
- Fleet & Goods Movement Facilities: Charging depots for municipal operations where continuous service is essential.
- Eligible Technologies: On-site solar PV systems, Batter Energy Storage Systems (BESS), and microgrid systems with islanding capability.

The grant requires a 50 percent local match, and the application deadline is June 2, 2026.

Staff Recommendation
Staff recommend applying for funds to retrofit the Hope and Mound L2 chargers and explore the installation of L3 fast-charging infrastructure at Public Works yard.

In addition, staff proposes the acquisition of one EV ARC solar-powered charging unit. EV ARC systems are self-contained solar charging stations that require no trenching, utility connection, or electrical construction and can be rapidly deployed in municipal parking areas. The unit includes integrated solar panels and battery storage, enabling the charging station to operate independently from the electrical grid.

This system would provide an additional resilient charging asset capable of supporting municipal vehicles and public charging during grid outages, emergency operations, or PSPS

events. Because the system is portable, it can also be relocated as operational needs change, providing flexibility as the City's EV fleet expands. The estimated costs for one unit is between $70,000-$90,000.

This project is recommended because it:

- *Bridges the Resiliency Gap*: The existing Hope/Mound solar carport and battery system was designed for City Hall loads, leaving the L2 chargers vulnerable to grid failure. This project would retrofit the existing chargers and integrate them into a microgrid-enabled system while also adding an independent solar-powered charging asset. This grant funds the microgrid controllers and "islanding" technology needed to link these chargers to on-site clean energy, ensuring public and municipal vehicles can charge during PSPS events
- *Supports Zero-Emission Fleet Transition*: To comply with the City's ZEV fleet policy and state mandates, the City must transition to electric medium- and heavy-duty vehicles. Retrofitting L2 chargers and adding L3 fast-charging capabilities at the Public Works yard provides the high-capacity, reliable infrastructure required to maintain municipal service levels without being sidelined by grid constraints. Without this infrastructure, it is not operationally feasible at this time to purchase medium and heavy duty electric vehicles for Public Works. The introduction of a solar-powered EV ARC charger provides reliable infrastructure necessary to support this transition.
- *EV Infrastructure Development*: This project is not just a temporary fix; rather it builds the "smart" foundation for future energy investments. By installing microgrid-ready technology now, the City creates a modular system that can easily incorporate future solar panel expansions and additional battery backup units as the fleet grows, preventing redundant costs and infrastructure bottlenecks in future fiscal years.
- *Enhancing Emergency Preparedness and Operational Flexibility:* The proposed EV ARC unit provides a mobile, off-grid charging source that can support emergency operations and temporary deployments during disasters or extended power outages.
- *Alignment with City & State Goals*: The project directly implements municipal-sector goal CAP M.3 (Increase City renewable energy production) and energy-sector goal CAP E.4 (Reduce reliance on natural gas). It transforms the City's charging sites from simple utility-dependent outlets into resilient, locally-powered energy hubs that prioritize service continuity and decarbonization.

For those reasons, staff recommends City Council authorize staff to submit a grant application to the MSRC for the City's Municipal EV Infrastructure Resiliency and Expansion Project in the amount of $1,100,000.

Fiscal Impact

The MSRC grant covers up to 50% of total eligible costs, requiring a minimum 50% match from non-MSRC sources. The City's $1,100,000 match requirement will be met through capital improvement funds and in-kind staff labor.

Attachment:

Attachment No. 1 - MSRC Clean Transportation Funding Program Opportunity Notice.pdf
Attachment No. 2 - City Council Staff Report - December 4 2024
Attachment No. 3 Fleet Replacement Policy
Attachment No. 4- EV ARC Info Sheet

Clean Transportation Funding from the MSRC

AMENDMENT

ELECTRIC VEHICLE CHARGING INFRASTRUCTURE RESILIENCY PROGRAM

A Program Opportunity Notice for
Resiliency Improvements to Electric Vehicle Charging Infrastructure in the South Coast AQMD

PON2026-01

December 5, 2025

SECTION 1: INTRODUCTION

Over the past thirty five years, the Mobile Source Air Pollution Reduction Review Committee (MSRC) has invested strategically in clean transportation initiatives that accelerate the South Coast Air Quality Management District (South Coast AQMD) region's transition toward a zero-emission future. These efforts have included significant funding for the deployment of zero-emission vehicle (ZEV) charging infrastructure, which serves as an enabling foundation for widespread adoption of battery-electric vehicles across both the public and private sectors.

A major focus of the MSRC's Clean Transportation Funding™ Program has been supporting the development of zero-emission goods movement infrastructure projects that reduce emissions from heavy-duty trucks operating at ports, warehouses, and logistics centers. Reliable, resilient charging infrastructure is critical to sustaining the operational viability of these zero-emission fleets, and ensuring that air quality gains are maintained during periods of grid disruption.

The MSRC recognizes that the dependence of electric vehicle (EV) charging facilities on the electric utility grid introduces potential vulnerabilities. Grid outages, including Public Safety Power Shutoffs (PSPS) implemented to mitigate wildfire risk, can interrupt essential charging operations, directly impacting the movement of goods, emergency response, and other vital services.

Of equal concern are delays in securing permanent grid connectivity—particularly for high-capacity charging installations that require substantial electrical upgrades. These delays can postpone the commissioning of new infrastructure and hinder the timely transition to zero-emission operations.

To address these challenges, the Electric Vehicle Charging Infrastructure Resiliency Program is intended to strengthen the operational reliability of essential EV charging facilities through the integration of on-site distributed energy resources (DER), microgrid systems, and clean, ultra-low-emission backup power technologies. By supporting projects that demonstrate the ability to maintain charging capability during utility outages or to operate independently of the grid when necessary, the MSRC aims to ensure that critical zero-emission transportation assets remain functional under all operating conditions.

SECTION 2: PROGRAM OPPORTUNITY NOTICE OVERVIEW

The MSRC is soliciting conceptual projects from qualified entities to design, construct, and/or retrofit electric vehicle (EV) charging facilities to incorporate operational resiliency features capable of maintaining essential functions during electrical service disruptions. The intent of this Program Opportunity Notice (PON) is to improve the reliability and availability of essential EV charging infrastructure through the integration of Distributed Energy Resources (DER), microgrid systems, and other on-site power resiliency technologies.

California's increasing reliance on electricity to support zero-emission vehicle adoption underscores the need for charging facilities that can continue operations during grid outages, including those

resulting from Public Safety Power Shutoffs. Additionally, several regions within the South Coast Air Basin face delays or limitations in electric utility service upgrades necessary to support high-capacity EV charging. The MSRC's Charging Infrastructure Resiliency Program is therefore designed to enable continued or accelerated deployment of EV infrastructure where grid interconnection is delayed, infeasible, or constrained by available electrical service capacity.

The MSRC seeks to partner with public and private stakeholders to implement resilient, low-emission, and scalable solutions that strengthen the reliability of clean transportation infrastructure within the South Coast AQMD jurisdiction.

Key objectives under this PON are as follows:

- Enhance the ability of essential EV charging sites to remain operational during PSPS events or other grid interruptions.
- Provide interim or longer-term power solutions in cases where grid connectivity is delayed or unavailable.
- Integrate ultra-low emission distributed energy technologies and clean fuels into the EV charging ecosystem.
- Support the deployment of resilient infrastructure serving public access charging, goods movement, and critical municipal operations.
- Demonstrate measurable improvements in operational continuity, emissions performance, and readiness for future grid interconnection for projects funded under this solicitation.

The total available funding under this PON is $30 million. It is anticipated this PON will result in multiple MSRC funding awards.

2.1 ELIGIBLE RESPONDENTS

Concept papers and proposals will be accepted from qualified entities who develop, own, operate, or manage electric vehicle charging infrastructure within the South Coast AQMD jurisdiction, including:

- Electric vehicle charging site developers.
- Owners of existing EV charging facilities.
- Operators of EV charging sites, provided that written authorization from the site owner is included.
- Partnerships among applicants, such as site owners teaming with technology providers, energy service companies, and public and municipal utilities, are encouraged to ensure comprehensive project delivery.

2.2 ELIGIBLE PROJECT CATEGORIES

Projects eligible for consideration under this PON include:

- New Publicly Accessible Charging Facilities: Construction of new charging locations incorporating resiliency systems as an integral design component.
- Retrofit of Existing Charging Facilities: Upgrading existing public or semi-public charging sites to include DER, microgrid, or other resiliency features.
- Fleet and Goods Movement Facilities: Charging depots serving drayage trucks, delivery vehicles, or other goods movement operations where continuous service is essential.
- Limited Access or Private Fleet Charging Sites: Facilities supporting essential logistics, municipal, or emergency response operations where downtime would impact public benefit.

2.3 ELIGIBLE RESLILIENCY ENHANCEMENT TECHNOLOGIES & FUELS

- On-site distributed energy resources (DER), including ultra-low emission generators such as linear generators or fuel cells.
- Battery Energy Storage Systems (BESS) integrated with EV chargers or microgrid controllers.
- On-site microgrid systems with islanding (i.e., grid disconnect) capability.
- Photovoltaic (solar PV) systems providing renewable generation and peak-load support.
- Multiple utility feeds or redundant electrical circuits to enhance service continuity.
- Eligible linear generator and fuel cell fuels: natural gas, renewable natural gas (RNG), hydrogen (H_2), liquefied petroleum gas (LPG, propane), ethanol (C_2H_6O), methanol (CH_3OH), and biogases (landfill gas, dairy RNG).
- ➡ Note that South Coast AQMD Rule 1110.3, Emissions from Linear Generators, is only approved for natural gas fuel at this time. Use of other fuels will require demonstration of compliance with Rule 1110.3.
- ➡ Reciprocating or turbine engine backup generators or gensets are not eligible under this PON.
- ➡ Diesel fuel, including renewable diesel (R99/100) is not an eligible fuel under this PON.

SECTION 3: FUNDING PARAMETERS & COST SHARING

Applicants responding to this PON may request MSRC Clean Transportation Funding™ covering up to fifty percent (50%) of the total eligible costs for resiliency enhancement projects. A minimum matching contribution of fifty percent (50%) from non-MSRC sources is required. Acceptable matching funds may consist of cash expenditures, in-kind labor, materials, or verified third-party funding. The MSRC retains the right to modify award amounts consistent with proposal merit, funding availability, and program priorities.

Entities participating in the South Coast AQMD INVEST CLEAN Heavy Duty Charging Infrastructure Deployment Incentive Program, as well as those involved in charging infrastructure initiatives funded by the California Energy Commission (CEC), US Environmental Protection Agency (US EPA), or other state or federally-supported programs, are eligible to partner with the MSRC to incorporate additional resiliency features into South Coast AQMD, California, or federally-sponsored projects.

SECTION 4: HOW TO RESPOND TO THIS PON – INFORMATION PACKAGE PREPARATION

This PON is designed to encourage innovative strategies that improve the operational continuity and resiliency of essential electric vehicle (EV) charging sites throughout the South Coast Air Basin. The MSRC will accept responses ranging from concept papers to full proposals, allowing applicants flexibility in how they present their proposed solutions.

Emphasis should be placed on describing how the proposed resiliency enhancement advances the MSRC's goal of improving charging infrastructure reliability, particularly during Public Safety Power Shutoffs (PSPS) or other grid disruptions. Respondents are encouraged to review Section 5 of this PON for additional evaluation criteria that may guide proposal development.

While there are no strict requirements for conceptual submissions, the following guidelines are provided to assist respondents in preparing a comprehensive and well-structured PON response.

1. Transmittal Letter. Identify the organization submitting the response, including contact information for technical and contractual matters (name, address, phone, e-mail, and website URL).

2. An Overview of Your Organization & Role in Charging Infrastructure Resiliency Improvements. Provide a concise description of your agency or business enterprise, including relevant experience, products, or services related to electric vehicle charging infrastructure resiliency. Summarize prior experience with EV supply equipment (EVSE) or similar distributed energy resource (DER) developments, as well as organization size, structure, and financial capacity.

3. Discussion of How the MSRC Can Potentially Partner with Your Organization to Enhance Charging Infrastructure Resiliency. Discuss how a partnership with the MSRC could enhance charging infrastructure resiliency in the South Coast region. Conceptual partnership frameworks are welcome; however, if a specific project is proposed, please include the elements described below.

4. Conceptual Project Description. If applicable, provide a detailed description of the proposed infrastructure resiliency project, including:

a. Project Location: Describe project site characteristics such as ownership status, parcel size, accessibility, environmental conditions, and whether the site is located within a Qualified Opportunity Zone.

b. Operational Model: Outline the project's operational framework, addressing:

- Customer Base - Describe the charging infrastructure targeted customer base, such as trucking fleets, independent owner operators, other users, and/or some combination thereof.
- Hours of Operation and Public Accessibility - Include general operating hours and the hours of public accessibility if the development is not exclusively public. Describe any restrictions on public access.
- Customer Service Model - Describe your firm's customer service model, such as how you handle payments, reservations, etc.
- Ancillary Services - If applicable, describe any ancillary operations, such as ATMs, food sales, cell phone waiting areas, etc.
- Environmental Clearance - Anticipated new CEQA requirements and permits needed to complete construction and the status of obtaining approvals.

c. Site Design & Proposed Resiliency Improvements: Provide a conceptual site layout and describe the resiliency improvements to be implemented. Include:

- Number and Type of charging units - Include the actual or anticipated number of charging units. Identify the charging rate(s) and connector type(s).
- Supportive services - Identify plans for supportive services, such as restrooms, offices, and/or car parking, if applicable, and their approximate site locations.
- Resiliency upgrades – Describe proposed DER technologies and design features (e.g., ultra-low emission generators, linear generators, solar-plus-storage systems). Include:
  - Technology and Design Details – Technical specifications of DER systems, emissions characteristics, power ratings, and control architecture.
  - Preliminary Engineering Drawings and Interconnection Plan.
  - Operations and Maintenance Plan or Framework.
  - Letters of Support or Site Owner Authorization, as applicable.

d. Conceptual Development Schedule: Present a high-level schedule outlining key milestones (e.g., permitting, construction, commissioning, operations).

e. Cost Estimate and Budget: Provide a cost estimate and cost breakdown for the charging infrastructure resiliency improvement concept. Rough order of magnitude costs are acceptable for conceptual design projects. Identify the following:

- Capital costs - Include all costs associated with the design and construction of a publicly accessible truck charging/refueling facility. Please list the assumptions used to derive the estimated capital costs.
- Operating costs - Include costs such as energy, staffing, and maintenance. Please state the assumptions used in estimating operations costs and the minimum charging sales needed to cover operating costs.
- Expected commitment of private investment and source of funding.
- Grants or subsidies - Please describe any grants, subsidies, incentives, and/or public utility participation or incentives that are assumed in your budget.

f. Business Plan and Financial Projections: Provide a description of your business model, including proposed revenue-generating mechanisms and cost-recovery strategies. Indicate the level of financial assistance requested from the MSRC. If your business plan relies on additional grant funding, describe the agency or firm's plan for securing such funds.

g. Anticipated Barriers: Identify any barriers – financial, regulatory, technical, etc. – that could preclude your agency or firm's ability to achieve these goals, and describe ways to overcome them.

By using the less-restrictive PON process, the MSRC hopes to stimulate development of unique, creative ideas for charging infrastructure resiliency improvements. The MSRC does have an expectation, however, that responses to this PON will convey sufficient detail so that a determination of a candidate concept's transformative potential, including likelihood for regional replication, can be evaluated. As such, the MSRC requests that respondents to this PON provide as much technical and programmatic information as is available to assist the MSRC in accurately evaluating a concept's benefit potential.

The period to submit a response under this PON closes on June 2, 2026, unless extended by the MSRC. Responses should be sent via e-mail to:

Cynthia Ravenstein
MSRC Contracts Administrator
Cynthia@CleanTransportationFunding.org

If you have any questions regarding this PON, please direct inquiries to one of the following MSRC staff contacts:

- For General and Administrative Assistance, please

contact: Cynthia Ravenstein
MSRC Contracts Administrator
Phone: 909-396-3269
E-mail: Cynthia@CleanTransportationFunding.org

- For Technical Assistance, please

  contact: Ray Gorski
  MSRC Technical Advisor
  Phone: 909-396-2479
  E-mail: Ray@CleanTransportationFunding.org

SECTION 5: PROJECT REVIEW & FUNDING PROCESS

All responses to this PON will be reviewed by the MSRC's Innovation Subcommittee. Concepts will be evaluated on their merits relative to the following criteria:

1. Technical feasibility and project readiness;
2. Project readiness/implementation schedule;
3. Expected improvement in charging location operational resiliency;
4. Respondent qualifications and experience in charging infrastructure resiliency technologies and/or project implementation;
5. Regional benefit and essential service value; and
6. Co-funding contribution level – the extent to which an MSRC investment will be leveraged though contributions from other sources.

Submittal of a response to this PON will result in one of the following three outcomes:

- A request by the MSRC for the submittal of a full proposal with detailed analysis of the project's immediate as well as long term regional impact for possible sole-source funding consideration;
- Notification that a detailed Request for Proposals (RFP) will be issued at a later date;
- Notification that the proposed concept has been declined from further consideration.

Charging infrastructure resiliency enhancement projects selected for MSRC funding will be required to enter into a binding agreement with the South Coast AQMD on behalf of the MSRC. This agreement will be the result of a negotiation between the MSRC, South Coast AQMD, and the project lead entity. In all cases, projects must be approved by the MSRC and South Coast AQMD Governing Board prior to the execution of an agreement or disbursement of MSRC funds.

City Council Agenda Report

ITEM NO. 18

DATE: December 4, 2024

FROM: Donald Penman, Interim City Manager

PREPARED BY: H. Ted Gerber, Director of Public Works

SUBJECT: **CONSIDERATION OF A SITE LEASE AGREEMENT WITH COAST ENERGY OPERATING, LLC TO DEVELOP A SOLAR CARPORT AND BATTERY BACKUP SYSTEM AT THE HOPE STREET AND MOUND AVENUE CITY-OWNED PARKING LOT**

Recommendation

It is recommended that the City Council authorize the City Manager to enter into a Solar and Storage Site Lease Agreement with Coast Energy Operating, LLC (Coast Energy), through the Clean Power Alliance (CPA) Power Ready Program, in the form finalized and approved by the City Manager and City Attorney to develop a solar carport and battery backup system at the Hope Street and Mound Avenue City-owned parking lot.

Executive Summary

This item facilitates a site lease agreement with a developer (Attachment No. 1) as part of the CPA Power Ready Program, of which the City is a participant, to develop and maintain a solar carport structure with a battery backup system that will provide locally generated clean energy to City Hall.

Background

At the September 21, 2022 City Council meeting, the City Council entered into a Memorandum of Understanding (MOU) with the Clean Power Alliance (Attachment No. 2) to participate in the Clean Power Alliance (CPA) Power Ready Program, which facilitates installation of solar panels and battery backup systems at the Hope Street & Mound Avenue City parking lot at City Hall to support building electrification.

The City's participation in the CPA Power Ready Program provides an opportunity to install energy resilient solar photovoltaic panel power generation and battery energy storage backup equipment. The City and CPA identified site for solar installation is the City owned public parking lot located at the southeast corner of Hope Street and Mound Avenue, across the street from City Hall. The system will support the critical electrical usage at City Hall but will not power the installed Southern California Edison Charge Ready Level 2 electric vehicle chargers.

The CPA included the City's site in a portfolio of other member agency sites and issued a competitive Request for Offers (RFO) which was bid on by solar/storage developers to construct, install, own, operate, and maintain the installation at their cost. This collective RFO allowed the CPA to obtain more cost-effective bids from a developer than if agencies were to

undertake solar/battery projects individually. CPA signed a Power Purchase Agreement (PPA) with Coast Energy, the Power Ready project developer, to install Power Ready systems at participating member agencies' facilities. Per the MOU, execution of this site lease agreement is the next step in the process. Also per the MOU, the City recently assisted Coast Energy in applying for California Public Utility Commission's Self-Generation Incentive Program funds.

Power Ready Program Origin

The City of South Pasadena has been a member of the Clean Power Alliance (CPA) since 2017, and as a member agency, has representation on CPA's Board of Directors. The CPA partners with Southern California Edison (SCE) to deliver green energy, including solar, wind, and hydroelectric to communities across Southern California. South Pasadena residents therefore benefit from 100% green power/renewable energy services through the CPA.

In response to the increasing risk of weather and disaster related electricity outages, including Public Safety Power Shutoff (PSPS) and grid emergency events, in January 2020, the CPA Board of Directors authorized CPA staff to conduct a Request for Information (RFI) to member agencies related to solar and battery systems. The purpose of this RFI was to gauge interest in a program that would provide a solar-paired battery energy storage system or a standalone energy storage system for critical power loads at an essential facility in each of CPA's 32 member jurisdictions. After receiving the results of the RFI, CPA staff designed the Power Ready to meet member agency needs for community energy resiliency. The CPA Power Ready program offers to provide the City an energy resiliency installation at no cost as an additional benefit to being a CPA member agency.

Analysis

Through the Power Ready program, City staff and the CPA had previously worked to select City Hall and the adjacent Hope/Mound parking lot site, at which Coast Energy will install a solar panel array, battery energy storage system, and the supporting electrical infrastructure needed to interface with the current facility's electrical system. Systems are installed at no cost to the City and no increase to monthly utility payments – including solar, storage, and resilience as additional value to existing electrical utility costs. This additional value is made possible by the electrical energy provided by the solar system and/or battery storage system, CPA's ability to draw power from the batteries during peak demand (CPA Demand Response), and the energy arbitrage and the time-of-use configuration utilized to purchase electricity during off-peak lower rates and storing that energy for use during peak rates.

In addition, the energy resiliency provided allows the facility to operate critical loads (less than 20% of the full load) for at least four hours during a power outage, such as Public Safety Power Shutoffs, natural disasters, and rolling black outs. The Power Ready program design stipulates that approximately 25% of the Battery Energy Storage System (BESS) capacity be maintained as a "Reserve Capacity" that is always ready for an unplanned outage. The remaining 75% of capacity may be used for daily energy management services, notably energy arbitrage and peak demand clipping.

During the site selection process, City staff nominated sites, considering community benefit, city logistics, emergency sheltering, public access, and communications, among other priorities. CPA's contractor narrowed the selection to a site that would maximize economic value and provide resiliency to the critical loads identified at that site. CPA's selection criteria considered: a single facility/meter served by CPA, energy resilience need, community benefit, a sufficient site energy use for net energy metering (NEM) solar offset, a means to identify and

justify critical loads, ideal space and electrical utility proximity, modern switchgear and electrical equipment, existing energy-efficiency, the CalFire region or CalEnviroScreen Disadvantaged Community status, and an ability to
execute a site agreement without major constraints.

The City sites considered included City Hall, the Library, and Garfield Reservoir. However, the age and geometric dynamics of the roofs, as well as tree canopy shading, added complications to selecting City Hall or the Library. Therefore, the initial evaluation yielded Garfield Reservoir as the priority selection. However, an idea emerged to install the solar panels in the City public parking lot adjacent to City Hall at the southeast corner of Hope Street and Mound Avenue, and transfer generated power via underground conduit to City Hall. This arrangement had previously been thought infeasible, as there were several program and regulatory restrictions to implement this configuration, including solar/storage equipment installed on two parcels and across a public right-of-way, aggregating multiple SCE accounts, and transferring power between two sites. South Pasadena's CPA Board Director facilitated a review of these restrictions with SCE, and SCE confirmed that the conceptual design could move forward without any regulatory complication.

The City Hall complex is well suited for the program as it serves a critical community function as a public-facing building that hosts offices for city staff, the Fire Department, and the Police Department - where most day-to-day business functions are located. In addition, the City Hall complex contains the Emergency Operations Center (EOC) and serves as the command post when the incident EOC system is activated. During initial feasibility analysis, South Pasadena and CPA's contractor received acceptance from the SCE planning department to combine the Hope/Mound parking lot account and City Hall Complex account into a single account, to erect solar carports in the parking lot, and to use the solar panels to power City Hall loads, connecting the two via an underground conduit running under Mound Ave. In the event of a grid outage, the Power Ready goal is to enable some limited critical loads to remain operational. At City Hall, there is a 125 kW gas-powered generator currently backing up many plug loads, lighting loads, dispatch operations, Information Technology (IT) servers, and some additional critical infrastructure. One approach for the solar and storage system is to back up these same critical loads and take priority over the generator, allowing for carbon free resilience and relegating the generator to a backup of last resort.

The parking lot adjacent to City Hall can accommodate 230 kilowatts (kW) of photovoltaic solar panels, spread across three multi-vehicle carports. This is projected to generate approximately 400,000 kilowatt-hours (kWh) per year, roughly 75% of the facility's current annual usage of 543,000 kWh (using 2019 interval data). The Battery Energy Storage System (BESS) could be located in the parking lot on the north, central side of City Hall next to the Fire Department, with a capacity of approximately 167 kW / 667 kWh. Altogether, the Power Ready Program anticipates CPA will install a total of 8 Megawatt-hours (MWh) of storage and 5 Megawatts (MW) of solar systems across member jurisdictions in its two-county service area.

Entering into the Site Lease Agreement with Coast Energy allows the design of the Power Ready systems to commence and then be installed at the Hope/Mound parking lot facility. Coast Energy will install and commission the Power Ready Systems and work with the City to submit an Interconnection Agreement with SCE, allowing the Power Ready systems' electricity to power both the facility and the grid. Coast Energy is fully responsible for the performance and maintenance of the Power Ready systems throughout a 20-year lease term, where Coast

Energy will lease a portion of the parking lot site to facilitate installation and on-going maintenance of the structures, paying the City $120 in annual rent.

The City may chose to terminate the lease upon sixty (60) days written notice to Coast Energy, either finding an alternate site with a new lease, and paying costs for removal, reinstallation, and lost revenue, or terminating the lease with per kilowatt-month costs based on the Power Purchase Agreement energy storage rates agreed upon by the CPA and Coast Energy. At the end of the lease term, the City will have the option to purchase the facility, otherwise it will be removed by Coast Energy, and the site returned to its original condition. There are restrictions on Coast Energy's use of the facility including prohibitions such as nuisances and unapproved signage. The City retains primary public use of the property, however, has no ownership to the facility on the property, of which Coast Energy will retain title to the facility through the duration of the lease. The lease agreement also contains language related to indemnification, default, remedies, resolutions, and other terms.

The City's participating Power Ready Program account through CPA will be enrolled in the Solar Billing Plan. SCE will continue to send a single monthly bill to the City that details applicable CPA and SCE charges and credits. The City will see a new line item on the account bill showing the Power Ready adjustment. The account's total electricity charges will be equal to or less than what the City would have paid if not participating in the Power Ready Program. For example, if the cost of electricity generation charges minus the energy export credits is higher than what the City would have normally paid, then the Power Ready adjustment will be a credit on the bill. Otherwise, if the cost of electricity generation charges minus the energy export credits is lower than what the City would have normally paid, then the Power Ready adjustment will be an additional charge on the bill.

Fiscal Impact

There is no direct fiscal impact for this item for Fiscal Year 2024-2025 or future years, if the City does not trigger the termination of the site lease agreement. The value of this project is that the City will receive an ‘on-site’ solar storage system at no cost for use in an emergency situation when the SCE/CPA power grid is not available. The cost of creating an on-site system that can provide this type of critical support is much higher than the cost of installing a typical solar and/or storage system. As a participating member, the City would pay no more for electricity than they would without participating in the program. However, it should be noted that the CPA Power Ready program agreements contain requirements that impose a financial liability on the City, i.e. claw back costs, if the agreed period of use for the new infrastructure is not realized.

Key Performance Indicators and Strategic Plan

This item is related to the Sustainability Strategic Goal to implement the Climate Action Plan. The City’s Climate Action Plan (CAP), which was adopted in December 2020, includes:

- A municipal-sector goal (CAP M.3) to increase City's renewable energy production and energy resilience;
- And an energy-sector goal (CAP E.4) to develop and promote reduced reliance on natural gas through increased clean energy systems that build off of renewable energy development, production, and storage.

The CAP also identifies these initiatives as mid-term ‘high cost’ goals due to the significant infrastructure investments required. Therefore, in 2021, City staff began pursuing project and

funding opportunities to implement electrification infrastructure at City Hall, including this photovoltaic solar panels and battery backup systems project. In this effort, City staff worked with the Clean Power Alliance (CPA) to identify the feasibility of implementing solar and battery backup electrical infrastructure at City Hall with a substantial benefit to the City.

Commission Review and Recommendation
The CPA Power Ready solar carport and battery backup Project has been discussed at multiple meetings of the Natural Resources and Environmental Commission and the Public Works Commission throughout the development of the Project.

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

Environmental Analysis
The solar carports will be constructed in an existing City-owned parking lot in an urban location, and upon completion, the parking lot will be returned to its existing use. Facilities involving negligible expansion of capacity are exempt from the California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section requirements under Section 21084 of the Public Resources Code, in accordance with Article 19, Section 15301, Class (1) "existing facilities." Tree removals required during the project will be completed in accordance with South Pasadena Municipal Code Chapter 34, Trees and Shrubs.

Attachment:
Attachment No. 1 - Proposed Lease Agreement
Attachment No. 2 - Presentation

City of South Pasadena, CA
Administrative Policy

Subject: Fleet Replacement Policy	
Original Date: February 04, 2026	**Responsible Party:** City Manager's Office
Revision Date: N/A	**Approved by:** City Council

PURPOSE:
The purpose of this policy is to establish a comprehensive framework for the systematic replacement of City vehicles and equipment that ensures operational reliability, fiscal responsibility, regulatory compliance, environmental stewardship, and public and employee safety. This policy shall be implemented in a manner that ensures full compliance with applicable State and Federal fleet regulations, including the California Air Resources Board Advanced Clean Fleets (ACF) regulation.

This policy consolidates and supersedes the City's prior Low-Emission Vehicle (LEV) Acquisition Policy by embedding its principles directly into the Fleet Replacement decision-making process.

This policy is intended to guide vehicle replacement decisions on a **case-by-case basis**, prioritizing low-emission and zero-emission technologies where feasible, while preserving flexibility to procure alternative vehicle technologies when electric or other low-emission vehicles do not meet documented operational, safety, or service delivery needs.

Under this policy, Fleet Expansion needs are suggested to be addressed during the adoption of the City's annual budget plan so that vehicle and equipment needs can be evaluated in the context of the City's entire budget. This policy focuses primarily on Fleet Replacement but may also be used to guide the process to evaluate Fleet Expansion decisions.

Regulatory Compliance- Advanced Clean Fleets
The City of South Pasadena 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. Nothing in this policy shall be interpreted to authorize the purchase of a vehicle or equipment that would place the City out of compliance with applicable ACF requirements.

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. Subject to those provisions, the City shall comply with the ZEV purchase schedule, under which:

- Beginning January 1, 2024, at least 50% of new ACF- covered vehicle purchases shall be zero-emission vehicles; and
- Beginning January 1, 2027, 100% of new ACF-covered vehicle purchases shall be zero-emission vehicles.

When a department determines that replacement of an ACF- covered vehicle with a ZEV is not operationally feasible, a non-ZEV vehicle may be approved only where a CARB-recognized exemption or extension applies. Any such request shall identify the applicable CARB exemption or extension category, include written analysis demonstrating eligibility, be vehicle specific and time limited and documented for State reporting purposes. Approval under this policy does not constitute regulatory approval and shall not relieve the City of its ACF compliance regulations,

BACKGROUND

The City of South Pasadena maintains a fleet of vehicles and equipment essential to the delivery of municipal services. Effective fleet management requires balancing operational performance, lifecycle costs, regulatory compliance, and environmental impacts.

In 2005, the City Council adopted a Low-Emission Vehicle (LEV) Acquisition Policy to promote cleaner vehicle technologies and improved regional air quality. Since that time, vehicle technologies, regulatory requirements, and fleet management best practices have evolved.

This policy consolidates fleet replacement and low-emission vehicle guidance into a single framework. Upon adoption, the standalone LEV Acquisition Policy is rescinded, and its principles are incorporated herein.

DEFINITIONS:

Vehicle: Any car, truck or piece of equipment that requires a valid driver's license to operate issued by the California Department of Motor Vehicles and is serviced or maintained by a City department.

Operational Feasibility: A determination that a vehicle type can safely and reliably perform its intended function, considering duty cycle, range, payload, emergency response requirements, charging or fueling availability, terrain, and operating conditions.

Equipment: Any mechanized device or tool that is serviced or maintained by a City department.

Fleet Replacement: The replacement of an existing vehicle or piece of equipment at a one-to- one ratio. The total number of assets managed by the City does not increase by replacing vehicles or equipment.

Fleet Expansion: An increase in the total number of vehicles or pieces of equipment. The total number of assets managed by the City increases to either address an existing deficiency or provide an expanded service level to the Community.

Catastrophic Failure: The sudden or total failure of a vehicle or equipment where the cost of repair is:

- 50% of the current value of the vehicle or piece of equipment, or
- 25% of the replacement cost, or
- as recommended by the Department Director and approved by the City Manager or City Council as a financially prudent action.

ACF Covered Vehicle: A vehicle subject to the California Air Resources Board Advanced Clean Fleets regulation, generally including medium and heavy duty vehicles with a gross vehicle weight rating (GVWR) greater than 8,500 pounds, as defined by CARB.

Hybrid Vehicles: Vehicles that use both fossil fuels (gas, diesel, propane, natural gas, etc.) and electric energy to provide propulsion.

Plug-In Hybrid Vehicles: Vehicles that use both fossil fuels (gas, diesel, propane, natural gas, etc) and electric energy to provide propulsion. These vehicles can plug in to electric vehicle chargers and operate in an all-electric mode.

Electric Vehicles: Vehicles that use only electric energy to provide propulsion.

Green Vehicles: Hybrid, Plug-In Hybrid and Electric Vehicles.

POLICY:

This policy is intended to balance the City's environmental objectives with operational reliability, fiscal responsibility, and public safety.

Fleet Replacement Evaluation and Decision Framework

All fleet replacement requests shall be evaluated using a standardized, data-driven framework to ensure consistency, transparency, and fiscal accountability. Departments shall submit a replacement evaluation analysis to the City Manager documenting utilization, maintenance performance, lifecycle cost, safety, compliance, and feasibility of alternative vehicle technologies. All replacement decisions shall be evaluated for consistency with applicable ACF requirements, exemptions, and reporting obligations.

A. Assess Needs for Replacement of Fleet Asset

Each Fleet Asset Replacement is subject to an audit of use and need to ensure a replacement is necessary and compatible with current needs. All replacement evaluations shall be conducted on a case-by-case basis and shall document operational requirements, service delivery impacts, and feasibility of alternative vehicle technologies.

The following Metrics shall be included in the replacement evaluation for each vehicle:

1) Asset age, mileage, and/or engine hours compared to replacement thresholds
2) Average annual utilization and duty cycle characteristics (i.e. how often is the vehicle used each year and what is it used for?)
3) Maintenance and repair cost history (3–5 fiscal years)
4) Cost per mile or engine hour [(annual fuel or electricity cost + annual maintenance cost)/total miles or engine hours]
5) Downtime frequency and operational impacts
6) Regulatory compliance and safety risks, if applicable
7) Lifecycle cost comparison and total cost of ownership
8) Vehicle technology feasibility assessment, including EV charging access

Using the metrics described above as a baseline, the requesting Department shall prepare a memo documenting the evaluation of asset utilization, maintenance performance, lifecycle cost, safety and compliance risk, and feasibility of alternative vehicle technologies. The Department should also include the operational impacts of not replacing and/or sharing an asset with other City operations.

A description of Typical Replacement Criteria that may be referenced as a guide for staff when preparing the replacement evaluation, as well as the standard minimum age and mileage expected from a fleet asset (developed using GFOA best practices), is included as Appendix A.

Ownership of Fleet Assets is costly, both at the initial purchase and over the asset's lifespan. Only those Fleet Assets that are necessary, in consultation with the operating program or department, and approved by the City Manager or City Council, are to be replaced. The decision makers for these purchases will be the Department Director, and City Manager, subject to budget appropriations by City Council.

After the City Manager concurs with the request to replace a fleet asset, the Department will consult with the Budget and Purchasing Manager to review replacement options to determine the type of Fleet Asset (Section B) and procurement method.

B. Determine Type of Fleet Asset to Address Replacement Need

Vehicles scheduled for replacement or are damaged beyond repair, requiring replacement, shall be reviewed to determine if replacement with a Green Vehicle can be achieved and still largely meet operational needs. Low-emission and zero-emission vehicles shall be prioritized where feasible; however, electric vehicles shall not be mandated when they do not meet documented operational needs. When Green Vehicles are determined to be impractical per Section C – *Exception from Green Vehicle Replacement* of this Policy, Departments may recommend alternative vehicle technologies, including gasoline, or diesel vehicles, with written justification to the City Manager.

When determining the type of fleet asset to address replacement needs, including instances of policy exception, the following order of priority shall be followed: EV → Plug-in Hybrid → Gas Hybrid → Gas → Diesel. A description of each vehicle type is provided in Appendix B.

C. Exception from Green Vehicle Replacement

Vehicles use is an important factor to determine when and what type of replacement asset will be selected. When a Department determines that replacement with an Electric Vehicle (EV) is not operationally feasible, the Department may recommend a non-electric vehicle as a policy exception, subject to City Manager approval. Any request for exception shall be supported by a written analysis demonstrating that an electric vehicle would not reasonably meet the operational, safety, or service delivery requirements of the intended use.

At a minimum, the exception analysis should address the following major considerations, as applicable:

1. Operational Feasibility

Whether the electric vehicle can reliably meet the vehicle's primary duty cycle, including range, utilization intensity, payload, terrain, emergency response requirements, and mission-critical use.

2. Infrastructure and Charging Availability

Whether adequate charging infrastructure exists or can be reasonably accommodated within operational timeframes without impairing service delivery.

3. Vehicle Availability and Suitability

Whether electric vehicles are available in the required class, configuration, and specifications necessary to perform the intended function, including upfitting and manufacturer support.

4. Cost and Lifecycle Considerations

Whether the electric vehicle option presents materially higher lifecycle costs or operational limitations that would negatively affect fiscal sustainability or service reliability.

5. Safety, Reliability, and Operational Risk

Whether the use of an electric vehicle introduces safety, reliability, or operational risks that are incompatible with the intended use.

6. Transitional Considerations

Whether a hybrid or plug-in hybrid vehicle could reasonably serve as an interim solution, or whether future improvements in technology or infrastructure are anticipated prior to the next replacement cycle.

7. Public Health

Whether the proposed vehicle type materially affects public and employee health outcomes when compared to electric and other low-emission vehicle alternatives, based on available emissions data and operational use. The analysis should consider, to the extent information is reasonably available, the relative impacts of vehicle technologies on greenhouse gas emissions (including carbon dioxide (CO_2)) and criteria air pollutants, particularly particulate matter ($PM_{2.5}$ and PM_{10}), which are associated with respiratory and cardiovascular health effects.

Conclusion

To be considered for an exception, the analysis shall clearly demonstrate why an electric vehicle is impractical or infeasible at the time of replacement, rather than merely less desirable. Preference, convenience, or infrequent use cases alone shall not constitute sufficient justification for a policy exception.

Approved exceptions shall be vehicle-specific, time-limited, and shall not establish precedent for future fleet replacement decisions.

Purchasing

Each fleet replacement must comply with the City's Purchasing Policy and any other emergency fiscal policies adopted particularly during economically uncertain times.

Unbudgeted vehicle replacements due to catastrophic failure that are not currently

funded for replacement require City Manager authorization. These purchases shall be funded from the Fleet Replacement Fund when funding is sufficient for the unbudgeted purchase. City Council action may be required if appropriation of funding from the Fleet Replacement Reserve fund is necessary.

Timely Disposal of Replacement Units

Replacement of units shall not be a strategy to expand the fleet either temporarily or permanently. When an asset is replaced, it will expeditiously be declared surplus and be disposed, except that the Department Director, with concurrence from the City Manager, may approve a one-time per vehicle temporary retention and use not to exceed one year.

Appendix A

Typical Replacement Criteria

Vehicles and equipment being considered for replacement should consider the following factors:

1. **Compliance with existing laws or regulations:** Most all vehicles and equipment must comply with various local, state, and/or federal regulations. Replacement is accelerated in case of existing or predicted non-compliance. All efforts must be made to procure vehicles and equipment that will remain compliant throughout the asset's life cycle, but changes to regulations can dictate accelerated replacement of a mechanically sound asset.
2. **Total and projected engine hours and mileage prior to replacement:** Historically, vehicle mileage has been a primary measure used to predict replacement needs. With newer vehicle technology, the ability to track engine hours is more available and a better indicator of use and replacement needs. Although mileage targets should be considered in replacement decisions, engine hours can provide better insight into vehicle utilization and engine condition. Utility vehicles often require engines to remain running to power auxiliary equipment and tooling, which can result in significantly higher engine wear, then mileage readings would predict.
3. **Age:** Vehicles and equipment consist of numerous different systems that contain components such as seals, gaskets, computer modules, electrical wiring, rubber hoses and protective coverings that deteriorate over time. Aged components can lead to ongoing and time-consuming repairs or cause major component failure. Older fleet assets may lack technological and performance advancements that improve operational efficiency, provide increased operator safety and have older emissions systems that have greater impacts on the environment.
4. **Known Manufacture Problems:** Manufacture design defects can contribute to increased maintenance and repair costs and decrease operational goals due to excessive downtime.
5. **Repair Cost History:** Maintenance and repair costs influence the need to accelerate or extend replacement of a fleet asset. Accelerated replacement may be recommended by the Department to eliminate high ongoing repair expenses and costly downtime. Vehicles with low historical maintenance and repair costs may not be replaced to reduce capital expenditures.

Minimum Vehicle Replacement Standard

Passenger Vehicles

Gas or AFV	Replace in 5 years or 60,000 miles
Hybrid/ Electric	Replace in 5 years or 60,000 miles OR 7 years and any miles OR any years and 85,000 miles

Light Trucks 4x2/4x4

Non-Diesel	Replace in 5 years or 60,000 miles
Diesel	Replace in 8 years or 150,000 miles
Hybrid / Electric	Replace in 7 years or 90,000 miles

Medium Trucks 4x2/4x4

Non-diesel	Replace in 10years or 100,000 miles
Diesel	Replace in 10 years or 150,000 miles

Heavy Trucks (4x2/4x4/6x4/6x6)

Non-diesel	Replace in 12 years or 100,000 miles
Diesel	Replace in 12 years or 250,000 miles

Ambulances

Non-diesel	Replace in 7 years or 70,000 miles
Diesel	Replace in 7 years or 100,000 miles

Buses

Conventional School and Adult Work Buses	Replace in 10 years or 250,000 miles
Light Duty Shuttle	Replace in 7 years or 100,000 miles
Medium Duty	Replace in 8 years or 150,000 miles

Heavy Duty Shuttle	Replace in 20 years or 1,000,000 miles
Intercity Coach	Replace in 15 years or 1,000,000 miles

Appendix B

1. **Electric Vehicle:** All sedan replacement vehicles will be all-electric. Should a department request an alternative, they will be required to demonstrate why an all- electric vehicle is not acceptable to the satisfaction of the Budget & Purchasing Manager. The occasional need for long-range travel is not justification to purchase a gasoline powered vehicle over all-electric. A rented vehicle from a nationwide vendor is preferred for all long-distance travel, to limit accident liability and will also provide enhanced roadside emergency needs such as flat tire repair, dead battery assistance, etc. All-electric vehicles provide cost and operational savings due to reduced fueling cost and reduced maintenance needs. All-electric vehicles also provide a smoother and quieter driving experience and reduce impacts to the environment.
2. **Gas / Electric Plug-in Hybrid:** Offers the advantage of short range, all-electric operation after recharging, without concerns of running out of energy. Plug-in hybrids are preferred over conventional hybrid designs due to higher overall average miles per gallon (MPG), and lower overall emissions. Gas/ Electric Plug-in Hybrid vehicles could be a feasible option for vehicle replacement when/where access to onsite charging infrastructure is limited and vehicle need includes intermittent and/or unpredictable short and long-range use.
3. **Gas/ Electric Hybrid:** Gas/ Electric Hybrid vehicles are an incremental improvement over gas vehicles due to their higher MPG. While this reduced dependency on charging stations could increase the amount of greenhouse gas emissions, this is a strong option for utility equipment. Gas / Electric Hybrid vehicles could be a feasible option for vehicle replacement when/where access to onsite charging infrastructure is limited or unavailable and plug-in hybrid vehicles are not available.
4. **Gas Vehicle:** As compared to diesel assets, gas vehicles produce less greenhouse gas emissions and require less costly maintenance. All gas vehicles and equipment are more desirable than diesel vehicles and less beneficial than green vehicles. Gas vehicles could be a feasible option for vehicle replacement when and where access to onsite charging is unavailable, or for certain public safety and other long-range uses. The purchase of all gas vehicles must be approved via a City Manager report that shows that all alternatives have been exhausted.
5. **Diesel:** Some equipment and utility vehicles necessary for City operations and currently only available as diesel options. While this is the last choice for equipment replacement, some equipment must be diesel. If necessary, it is preferred to use renewable diesel fuel to decrease impacts to the environment as compared to standard diesel fuel.

BEAM

EV ARC™

The EV ARC™ from Beam Global is the only rapidly deployed, 100% renewable, transportable but permanent EV charging solution. Grid independent, it deploys in minutes with no permitting, no construction, no electrical work and no utility bill. It will charge electric vehicles with the EV charger brand of your choice, even during grid outages.

Sustainable EV Charging

Each EV ARC™ system generates and stores its own clean electricity and tracks the sun to generate up to 25% more energy. Battery storage allows you to charge during the night, inclement weather and power outages. It fits inside a standard parking space and because vehicles easily park on the base pad you won't lose a single spot. Reaching as many as 12 vehicles, you can charge up to six EVs at the same time.

Join organizations like Google, New York City and Caltrans who are Driving on Sunshine.



EV Charging Deployed in Minutes Not Months

- **Rapidly Scalable**
- **No Construction, No Electrical Work**
- **Any Brand Charger, Pre-Mounted**
- **Charge 24/7: Night, Rain, Grid Failures**

BEAM

Get the Charger Brand You Want



Fastest Deployed



Most Scalable



Lowest TCO

Vital Energy When and Where You Need It

The EV ARC™ system is off-grid so generates no utility bill and can charge EVs during power outages. It provides emergency power for first responders, is wind-rated to 160 mph, flood-proof to 9.5' and ADA compliant. Units are deployed in minutes by a Beam Deployment Expert and require zero contact.

EV ARC™ Specifications

Performance	
Solar Array [1]	4.3 kW
Range [2]	Up to 265 e-miles in a single day
Battery Storage Options	20, 30, 40 kWh
Total EV Charger Power [3]	Up to 5.76 kW
EV Charger Type [4,5]	Any brand; 1-6 plugs; type J1772
Certified Wind Load	160 mph
Operating Temperature	-20° C to 50° C

Mechanical	
Array Dimensions	20.7 L x 10.7 W ft
Max Height	15.3 ft
Min Clearance	9 ft
Base-Pad Footprint	18 L x 7.5 W ft
Weight [6]	<10,500 lbs
Surface Loading [7]	8.14 psi
Standard Shipping Methods	ARC Mobility™ Trailer/ Truck & Trailer / Shipping Container
EV ARC™ Stowed Ship Size [8]	18 L x 7.5 W x 7.6 H ft

Major Component Ratings
EV ARC™: UL 9540 Pending
EVSE: UL 2231, UL 2594
Battery: UL 1973
Solar Panels: UL 1703
Inverter: UL 1741-2010/2018, IEEE1547a-2003/2014, FCC 15 class B, UL 1741SA, CA Rule 21, HECO Rule 14H

1. Solar array output may vary +/-5%
2. Range will vary based on local conditions
3. Actual total output power depends on EV model and charger model
4. Supports a variety of quality EV chargers that come pre-mounted
5. Power may be reduced based on number of circuits, EV model and charger model
6. Exact weight varies based on EV ARC™ model and options
7. Pressure calculated by weight distributed over 8in x 24in anti-skid pads
8. Enables domestic and international shipping on a standard flatbed trailer or shipping container

Drive on Sunshine™

V2.4

City Council Agenda Report

ITEM NO. 15

DATE: March 18, 2026

FROM: Todd Hileman, City Manager

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

SUBJECT: **CONSIDERATION OF APPROVAL OF AN AMENDED SUBDIVISION IMPROVEMENT AGREEMENT WITH FSM SOPAS, LLC INCLUDING THE AMENDED PERFORMANCE AND LABOR/MATERIALS BONDS FOR PUBLIC IMPROVEMENTS FOR THE 1020 EL CENTRO SUBDIVISION FINAL MAP 84122**

Recommendation

It is recommended that the City Council:

a. Approve an amended Subdivision Improvement Agreement, in the final form negotiated and approved by the City Attorney and City Manager;
b. Accept the amended performance and labor/material bonds for public improvements as part of Final Map No. 84122 for 1020 El Centro Street, for Phase I and Phase 2, as part of the amended agreement; and
c. Authorize the City Manager to execute the amended Subdivision Improvement Agreement as finalized.

Executive Summary

This revision of an existing Subdivision Improvement Agreement (Attachment 1) is related to a previously approved City Council resolution that approved a Final Tract Map making the findings required by South Pasadena Municipal Code (SPMC) Section 36.520.100.A.1 and the Subdivision Map Act (Map Act), Government Code Section 66458. An amendment to the Subdivision Improvement agreement is required because the developer was unable to complete the first phase of off-site improvements by the previously agreed upon date of October 1, 2025. As part of the amended Subdivision Improvement Agreement, the provisions regarding the bond amount will be revised to reflect that the required improvements will be constructed in two phases. The current bond will be substituted with the new performance and material bonds.

Background

A Tract Map is a legal document recorded with the county that subdivides land into individual lots, defines lot boundaries, easements, and public dedications, and establishes a legal framework for the sale and development of individual parcels. A subdivision improvement agreement is a contract between the City and the developer that obligates the developer to construct required public improvements - such as trees, sidewalks, and utilities - in accordance with approved plans and within a specified timeframe, typically secured by a performance bond or other financial guarantee.

South Pasadena Municipal Code (SPMC) Section 36.540.080 requires that the subdivision improvement agreement include the following provisions:

- Description of improvements;
- Time limit for the construction;
- Option of completion by the City;
- Surety Requirements which include a Faithful Performance Bond and Materials and Labor Bond both in the amount of 100 percent of the Engineer's Estimate, a one-year guarantee and warrant of work in the amount of 10 percent of the Engineer's Estimate and $5,000 for land survey related work;
- Phased Construction;
- Time Extensions;
- Progress Payments or Partial Release.

Analysis

The Final Tract Map relates to the mixed-use development project consisting of 108 condominium units and approximately 22,000 square feet of food service and retail uses located at 1020 El Centro (Project). The Planning Commission previously reviewed and approved this Project on September 13, 2022 and adopted P.C. Resolution No 22-05 (Attachment 2).

After City Council approved the Final Tract Map (Attachment 3) on April 17, 2024 the developer requested that the public improvements be constructed after the subdivision map is recorded. City Council was presented and approved a subdivision improvement agreement on May 21, 2025. The public improvements were scheduled to be completed in two phases. The first phase was related to improvements adjacent to the former South Pasadena School District building while the second phase was related to the improvements adjacent to the northern portion of the parcel. One surety bond was submitted for the cost of the improvements for both phases. The Subdivision Improvement Agreement had specified that phase 1 improvements be completed by October 1, 2025 while Phase 2 improvements be completed by October 1, 2028. The developed has been working on completion of the improvements at the former school district building and has requested that the City Council revise the subdivision improvement agreement to extend the completion date of the Phase 1 improvements.

The developer has prepared street improvement plans, cost estimates and exhibits to update the subdivision improvement agreements and anticipated completion of the phase 1 improvements in Summer of 2026. Phase 1 has a construction cost estimate of $423,882.00 and Phase 2 has a construction cost estimate of $835,671.00 and include the removal and replacement of curb and gutter, sidewalk panels, resurfacing of asphalt concrete pavement and installation of traffic striping and signage. Accordingly, as part of the amended subdivision improvement agreement, the new surety bonds wills be attributed to each phase, which will allow the Phase I surety bonds to be released when that phase is completed.

The subdivision improvement agreement will be amended to update the cost of the improvements, include the new date for completion of the improvement for Phase I, and update the provisions related to the improvements for Phase II and revise the surety bond amounts so that bonds are individually provided for each phase. The agreement will conform to the requirements of the SPMC and includes provisions related to the above stated requirements. Provisions relating to the time limit for the completion of improvements will be

negotiated with FSM SoPas, LLC and incorporated into the amended subdivision improvement agreement.

Fiscal Impact
There are no direct fiscal impacts to the City by approval of this subdivision improvement agreement. If the developer fails to complete the improvements the City has the option of executing the bonds to complete the work through its own project delivery methods. The City has adopted a fee, listed in the Master Fee Schedule, which pays for the staff time and resources necessary to review final maps.

Key Performance Indicators and Strategic Plan
This proposed Subdivision Improvement Agreement approval does not align with any specific KPI and/or Council Priority, however the associated project at 1020 El Centro Street is related to Council Priority No. 3, Housing.

Commission Review and Recommendation
The approval of the Subdivision Improvement Agreement has not been reviewed by any commission, however, on September 13, 2022, the Planning Commission adopted P.C. Resolution No. 22-05, approving the Tentative Map.

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

Attachment:
Attachment No. 1 - Subdivision Improvement Agreement
Attachment 2 - Planning Commission Resolution
Attachment 3 - Final Tract Map 84122

RECORDED AT REQUEST OF AND
WHEN RECORDED RETURN TO:

CITY OF SOUTH PASADENA
City Clerk
1414 Mission Street
South Pasadena, CA 91030

EXEMPT FROM RECORDER'S FEES PURSUANT TO GOVERNMENT CODE SECTIONS 6103 AND 27383

APN 5315-008-047

Space above this line for Recorder's Use Only

SUBDIVISION IMPROVEMENT AGREEMENT

THIS SUBDIVISION IMPROVEMENT AGREEMENT is made and entered into the 21st day of May, 2025 by and between the City of South Pasadena, California, a Municipal Corporation of the State of California, hereinafter referred to as CITY, and FSM SOPAS LLC, a California Limited Liability Company (the "SUBDIVIDER").

RECITALS

A. SUBDIVIDER warrants and represents to CITY that it is the owner of the Property that is subject to this Agreement.

B. SUBDIVIDER warrants and represents to CITY that the following contact information is true and correct:

<table>
<tr><td colspan="2">Tentative Map Resolution of Approval or Planning Application No.: Planning Commission Resolution No. 22-05 ("Resolution of Approval" or "Resolution"); Final Tract Map 84122</td></tr>
<tr><td>Name of Subdivision: Fairview Courts</td><td>Tract No.: 84122</td></tr>
<tr><td>Name/Address of SUBDIVIDER:

FSM SoPas LLC,
5862 W. Third Street,
Los Angeles, California 90036</td><td>Completion Date: October 1, 2025 for the Improvements related to the El Centro parcel; October 1, 2028 for the remaining Improvements.</td></tr>
<tr><td colspan="2">Legal Description of Property: See, Exhibit "A" - Legal Description of Property ("Property")

Assessor's Parcel Number: 5315-008-047</td></tr>
<tr><td colspan="2">SUBDIVIDER'S Contact Name/Phone No.: Brian Dror, Manager, 323-907-3555</td></tr>
<tr><td colspan="2">Estimated Total Cost of: (a) Improvements: $ 961,590 including Monumentation</td></tr>
<tr><td colspan="2">Name, Address, Contact Name and Phone No. of Surety Company: Lexington National Insurance Corporation, PO Box 6098, Lutherville, MD, 21094; Phone: 410-625-0800</td></tr>
</table>

C. SUBDIVIDER has presented to CITY for approval and recordation, a final subdivision map of a proposed subdivision pursuant to provisions of the Subdivision Map Act of the State of California and the CITY ordinances and regulations relating to the filing, approval and recordation of subdivision maps. The Subdivision Map Act and the CITY ordinances and regulations relating to the filing, approval and recordation of subdivision maps are collectively referred to in this Agreement as the "Subdivision Laws."

D. A tentative map of the Subdivision has been approved, subject to the Subdivision Laws and to the requirements and conditions contained in the Resolution of Approval. The Resolution of Approval is on file in the Department of Community Development and is incorporated into this agreement by reference.

E. The Subdivision Laws establish as a condition precedent to the approval of a final map that SUBDIVIDER must have complied with the Resolution of Approval and must have either (a) completed, in compliance with CITY standards, all the improvements and land development work required by the Subdivision Laws and the Resolution of Approval or, (b) have entered into a secured Agreement with CITY to complete the Improvements and land development within a period of time specified by CITY.

F. In consideration of approval of a final map for the Subdivision by the City Council, SUBDIVIDER desires to enter into this Agreement, whereby SUBDIVIDER promises to install and complete, at SUBDIVIDER'S own expense, all the public improvement work required by CITY as described in the Resolution of Approval in connection with the proposed subdivision. SUBDIVIDER has secured this Agreement by improvement security required by the Subdivision Laws and approved by the City Attorney.

G. Complete improvement plans for the construction, installation and completion of the improvements required by the Resolution of Approval have been prepared by SUBDIVIDER and approved by the City Engineer ("Improvement Plans"). The Improvement Plans are on file in the Office of the City Engineer and are incorporated into this Agreement by this reference. All references in this Agreement to the Improvement Plans shall include reference to any specifications for the Improvements as approved by the City Engineer. The facilities to be constructed pursuant to the Improvement Plans shall be known as the "Improvements."

H. An estimate of the cost of construction of the Improvements according to the Improvement Plans has been made and had been approved by the City Engineer. The estimated amount is stated in the Recitals of this Agreement. The basis for the estimate is attached as **Exhibit "B"** to this Agreement.

I. The CITY has adopted standards for the construction and installation of improvements within the CITY. The Improvement Plans have been prepared in conformance with the CITY standards in effect as of the approval of the Improvement Plans.

J. SUBDIVIDER recognizes that by approval of the final map for Subdivision, CITY has conferred substantial rights upon SUBDIVIDER, including the right to sell, lease, or finance lots within the Subdivision, and has taken the final act necessary to subdivide the Property within the Subdivision. As a result, CITY will be damaged to the extent of the cost of installation of the Improvements by SUBDIVIDER'S failure to perform its obligations under this Agreement, including, but not limited to, SUBDIVIDER'S obligation to complete construction of the Improvements by the time established in this Agreement. CITY shall be entitled to all remedies available to it pursuant to this Agreement and the Subdivision Laws in the event of a default by SUBDIVIDER. It is specifically recognized that the determination of whether a reversion to acreage or rescission of the Subdivision constitutes an adequate remedy for default by the SUBDIVIDER shall be within the sole discretion of CITY.

NOW, THEREFORE, in consideration of the approval and recordation by the City Council of the final map of the Subdivision, SUBDIVIDER and CITY agree as follows:

1. SUBDIVIDER'S Obligations to Construct Improvements. SUBDIVIDER shall:

   a. Comply with all requirements of the Resolution of Approval, and any amendments thereto, and with the provisions of the Subdivision Laws in furnishing, constructing and installing the Improvements.

   b. Furnish, construct, install and complete by the time established in Section 20 of this Agreement and at SUBDIVIDER'S own expense, all the public Improvements required on the Tentative Map and Resolution of Approval in conformance with the Improvement Plans, Subdivisions Laws, and the City standards. Such improvements shall be construction in a good and workmanlike fashion.

   c. Furnish the necessary materials for completion of the Improvements in conformity with the Improvement Plans and CITY standards.

   d. To the extent necessary to construct the Improvements, as determined by the City Engineer, acquire and dedicate, or pay the cost of acquisition by CITY, of all right-of-way, easements and other interests in real property for construction or installation of the Improvements, free and clear of all liens and encumbrances. The SUBDIVIDER'S obligations with regard to acquisition by CITY of off-site right-of-way, easements and other interests in real property, if any, shall be subject to a separate Agreement between SUBDIVIDER and CITY. If applicable, SUBDIVIDER shall also be responsible for obtaining any public or private drainage easements or authorizations to accommodate the SUBDIVISION pursuant to Government Code Section 66462.5 and applicable law.

   e. If the Improvements to be constructed including monumentation, such monumentation shall be installed within thirty (30) days after the completion and acceptance of the Improvements by the CITY.

2. Acquisition and Dedication of Easement of Right-of-Way. If any of the Improvements contemplated by this Agreement is to be constructed or installed on land not owned by SUBDIVIDER, no construction or installation shall be commenced before:

   a. The offer of dedication to CITY of appropriate right-of-way, easements or other interest in real property, and appropriate authorization from the property owner to allow construction or installation of the Improvements, or

   b. The dedication to, and acceptance by, the CITY of appropriate right-of-way, easements or other interests in real property, as determined by the City Engineer, or

   c. The issuance by a court of competent jurisdiction pursuant to the State Eminent Domain Law of an order of possession. SUBDIVIDER shall comply in all respects with the order of possession.

3. Specifications for Improvements. SUBDIVIDER shall construct, at SUBDIVIDER'S own expense, all of the Improvements in compliance with the drawings, plans and specifications on file in the office of the City Engineer, which drawings, plans and specifications are incorporated herein by this reference and made a part of this Agreement as though set forth at length herein.

4. Security.

   SUBDIVIDER shall at all times guarantee SUBDIVIDER'S performance of this Agreement by furnishing to CITY, and maintaining, good and sufficient security as required by the Subdivision

Laws on forms approved by CITY as set forth in **Exhibit "C"** for the purposes and in the amounts as follows:

a. Prior to CITY'S execution of this Agreement, SUBDIVIDER shall provide as security to City the following (collectively "Improvement Security") to guarantee SUBDIVIDER'S performance of this Agreement.

   1. To assure faithful performance of this Agreement in regard to said Improvements in an amount of 100% of the estimated cost of the Improvements; and

   2. To secure payment to any contractor, subcontractor, persons renting equipment, or furnishing labor materials for the Improvements required to be constructed or installed pursuant to this Agreement in an amount equal to one hundred percent (100%) of the estimated cost of the Improvements; and

   3. To guarantee or warranty the work done pursuant to this Agreement for a period of one year following acceptance thereof by CITY against any defective work or labor done or defective materials furnished in the additional amount of 10% of the estimated cost of the Improvements.

   4. To assure proper setting of subdivision monumentation, if applicable, SUBDIVIDER shall also furnish to CITY good and sufficient security in the amount of 100% of the estimated cost of setting subdivision monuments.

b. To secure payment to any contractor, subcontractor, persons renting equipment, or furnishing labor materials for the Improvements required to be constructed or installed pursuant to this Agreement in the additional amount of 50% of the estimated cost of the Improvements; and

c. To guarantee or warranty the work done pursuant to this Agreement for a period of one year following acceptance thereof by CITY against any defective work or labor done or defective materials furnished in the additional amount of 10% of the estimated cost of the Improvements; and

d. Each Improvement Security shall be a bond issued by a California admitted surety insurer or insurers having an Best's Insurance Guide rating of "A" or "AA" in substantially the form set forth in **Exhibit C**, attached to this Agreement and incorporated by this reference, and shall be subject to the approval and acceptance by the City Attorney and the City Council. If, in the opinion of City, any surety or sureties thereon (i) become insolvent or liquidated, or any bond cannot be tendered upon for the full penal sum for any reason; (ii) the surety's bond rating is downgraded; (iii) the surety declares bankruptcy; or (iv) the surety is no longer deemed to be an admitted surety in California by the California Department of Insurance, SUBDIVIDER shall renew or replace any such surety bond with a valid surety bond from a solvent surety or sureties in the amount of the full penal sum within 30 days after receiving from City written demand therefor.

e. Each Improvement Security shall be kept on file with the City Clerk. If a surety bond is replaced by another approved bond, SUBDIVIDER shall submit the replacement bond to the City Clerk; and upon acceptance by the City Attorney, the replacement Improvement Security shall be deemed to have been made a part of and incorporated into this Agreement. Upon approval by the City Attorney of a replacement bond, the former Improvement Security shall be released.

f. SUBDIVIDER shall automatically increase the amount of each Improvement Security by an amount equal to ten percent (10%) of the deposited security every year, subject to the provision that the City Engineer may at any time determine that a greater increase in the amount of the Improvement Security is necessary due to a greater increase in the cost of construction of the Improvements or any of them. In such event, SUBDIVIDER shall provide the additional Improvement Security within 30 days after receiving demand and justification therefor.

g. All Improvements shall be completed within the Completion Date. Subject to any time extensions granted in accordance with Section 20 herein and any and all cure rights set forth in this Agreement, if SUBDIVIDER has not completed the Improvements within this specified time, SUBDIVIDER shall be in default.

h. In the event of a default by SUBDIVIDER pursuant to Section 10, and after written notice to SUBDIVIDER and reasonable opportunity to cure, City, at its sole option, shall have the right, without limiting any other rights and remedies available to City at law or in equity, to draw upon or utilize any or all Improvement Securities furnished herewith to construct and install the Improvements itself.

5. Alterations to Improvement Plans.

a. Any changes, alterations or additions to the Improvement Plans and specifications or to the Improvements, not exceeding 10% of the original estimated cost of the Improvements, which are mutually agreed upon by the CITY and SUBDIVIDER, shall not relieve the improvement security given for faithful performance of this Agreement. In the event such changes, alterations, or additions exceed 10% of the original estimated cost of the Improvements, SUBDIVIDER shall provide additional Improvement Security for faithful performance as required by Section 4 of this Agreement for 100% of the total estimated cost of the improvement as changed, altered, or amended, minus any completed partial releases allowed by Section 7 of this Agreement. Alternatively, SUBDIVIDER may provide official notice from the surety company that it acknowledges receipt of the modified Improvement Plans and that the existing bonds have been amended to reflect the new penal sum, which shall be in the amount of the revised estimated total costs, and that the existing bonds shall therefore apply to warrant the project as revised.

b. The SUBDIVIDER shall construct the Improvements in accordance with the CITY standards in effect as of the approval of the Improvement Plans. CITY reserves the right to modify the standards applicable to the SUBDIVISION and this Agreement, when necessary to protect the public health, safety and welfare or comply

6. Inspection. SUBDIVIDER shall at all times maintain proper facilities and safe access for inspection of the Improvements by the CITY Engineer and other CITY personnel and inspection consultants. Upon completion of the work the SUBDIVIDER may request a final inspection by the City Engineer, or the City Engineer's authorized representative. If the City Engineer, or the designated representative, determines that the work has been completed in accordance with this Agreement, then the City Engineer shall certify the completion of the Improvements to the City Council. No Improvements shall be finally accepted unless aspects of the work have been inspected and determined to have been completed in accordance with the Improvement Plans and CITY standards. SUBDIVIDER shall bear all costs of inspection and certification.

7. Release of Securities. Subject to approval by the City Council of CITY, the securities required by this Agreement shall be released as follows:

a. Security given for faithful performance of any act, obligation, work or agreement shall be released upon the final completion and acceptance of the act or work, subject to the provisions of subsection (b) hereof.

b. In accordance with the requirements of Government Code Section 64999.7, the City Engineer shall allow a partial release of faithful performance security pursuant to the following procedures. No partial release of securities for labor and materials shall be allowed.

(1) SUBDIVIDER shall have one opportunity to engage in the process of partial release of performance securities as described in this subsection (b) between the start of work and

completion and acceptance of all work on the Improvements. The process allowing for a partial release of performance security shall occur only when the cost estimate of the remaining work does not exceed twenty percent (20%) of the total original performance security.

(2) At such time that the SUBDIVIDER believes that the obligation to perform the work for which the performance security was required is complete, the SUBDIVIDER may notify the City Engineer in writing of the completed work and shall include with such notification a written list of work completed. Upon receipt of the written notice, the City Engineer shall have forty-five (45) days to review and comment or approve the completion of the required work. If the City Engineer does not agree that all work has been completed in accordance with the plans and specifications for the Improvements, he or she shall supply to the SUBDIVIDER a list of all remaining work to be completed.

(3) Within forty-five (45) days of receipt of the list of remaining work from the City Engineer, the SUBDIVIDER may then provide cost estimates for all remaining work for review and approval by the City Engineer. Upon receipt of the cost estimates, the City Engineer shall then have forty-five (45) days to review, comment, and approve, modify, or disapprove those cost estimates.

(4) If the City Engineer approves the cost estimate, the City Engineer shall release all performance security except for performance security in an amount up to two hundred percent (200%) of the cost estimate of the remaining work. Substitute bonds or other security may be used as a replacement for the performance security, subject to the approval of the City Engineer in accordance with the standards for approval of the original bonds. If substitute bonds or other security is used as a replacement for the performance security released, the release shall not be effective unless and until the City Engineer receives and approves that form of replacement security as provided for the original security. A reduction in the performance security, authorized under this subsection, is not, and shall not be deemed to be, an acceptance by the City Engineer or the City of the Improvements, and the risk of loss or damage to the Improvements and the obligation to maintain the Improvements shall remain the sole responsibility of the SUBDIVIDER until all Improvements have been accepted by the City Council and all other required improvements have been fully completed in accordance with the plans and specifications for the Improvements.

(5) The SUBDIVIDER shall be under the affirmative duty to continue to construct the Improvements in accordance with the Improvement Plans until all remaining items are accepted by the City Council.

c. Within forty-five (45) days of completion, as determined by the City Engineer, the City Engineer shall notify the SUBDIVIDER that he or she has determined the Improvements to be complete. Within forty-five (45) days of the issuance of the notification by the City Engineer, the release of any remaining performance security shall be placed upon the agenda of the City Council for acceptance of the Improvements and approval of the release of any remaining performance security. Such acceptance shall not constitute a waiver of defects by CITY. As used in this Agreement the term "completion" shall mean that all items of work necessary to complete the Improvements in accordance with the Improvement Plans have been constructed to the satisfaction of the City Engineer and that no items remain on the punch list prepared by the City Engineer. "Completion" shall not mean partial use or beneficial use of the Improvement.

d. Within forty-five (45) days following the expiration of the time within which claims of lien are required to be recorded pursuant to Article 2 (commencing with Section 8410) of Chapter 4 of Title 2 of Part 6 of Division 4 of the Civil Code and acceptance of the Improvements, the security given to secure payment to the contractor, his or her subcontractors and to persons furnishing labor, materials or equipment shall be reduced to an amount equal to the total claimed by all claimants for who lien have been filed and of which notice has been given to the legislative body, plus an amount reasonably determined by the City Engineer to be required to assure the performance of any other obligations secured by the Security. (Section

8410 of the Civil Code currently provides that such liens must be recorded within (1) ninety (90) days after completion of the Improvement if no notice of completion or cessation has been recorded or (2) sixty (60) days after recordation of a notice of completion or a notice of cessation.) The balance of the security shall be released upon the settlement of all claims and obligations for which the security was given.

e. No security given for the guarantee or warranty of work shall be released until the expiration of the warranty period and until any claims filed during the warranty period have been settled. As provided in Section 11, the warranty period shall not commence until final acceptance of all the work and Improvements by the City Council.

f. The CITY may retain from any security released, an amount sufficient to cover costs and reasonable expenses and fees, including reasonable attorney's fees.

g. The Surety's liability under any bonds or other forms of security provided pursuant to this Agreement shall be released only upon final completion and CITY's acceptance of the work required pursuant to this Agreement.

h. In addition to the requirements and approvals herein by the City Engineer, pursuant to South Pasadena Municipal Code Section 36.540.080.C, the partial release of faithful performance security as requested hereunder, shall require approval of the City Council by at least four-fifths vote.

8. Injury to Improvements, Public Property or Public Utility Facilities.

a. SUBDIVIDER shall replace or have replaced, or repair or have repaired, as the case may be, all Improvements, public utility facilities and surveying or subdivision monuments which are destroyed or damaged as a result of any work under this Agreement at its sole expense. SUBDIVIDER shall bear the entire cost of replacement or repairs of any and all public or public utility property damaged or destroyed by reason of any work done under this Agreement, whether such property is owned by the United States or any agency thereof, or the State of California, or any agency or political subdivision thereof, or by the CITY or any public or private utility corporation or by any combination of such owners. Any repair or replacement shall be to the satisfaction, and subject to the approval, of the City Engineer.

b. Until such time as the Improvements are accepted by CITY, SUBDIVIDER shall be responsible for and bear the risk of loss to any of the Improvements constructed or installed. Until such time as all Improvements required by this Agreement are fully completed and accepted by CITY, SUBDIVIDER will be responsible for the care, maintenance of, and any damage to such improvement. CITY shall not, nor shall any officer or employee thereof, be liable or responsible for any accident, loss or damage, regardless of cause, happening or occurring to the work or Improvements specified in this Agreement prior to the completion and acceptance of the work or Improvements. All such risks shall be the responsibility of and are hereby assumed by SUBDIVIDER.

9. Permits. SUBDIVIDER shall, at SUBDIVIDER'S expense, obtain all necessary permits and licenses for the construction and installation of the Improvements, give all necessary notices and pay all fees and taxes required by law.

10. Default of Subdivider.

a. Default of SUBDIVIDER shall include, but not limited to: (1) SUBDIVIDER'S failure to timely commence construction of this Agreement; (2) SUBDIVIDER'S failure to timely complete construction of the Improvements; (3) SUBDIVIDER'S failure to timely cure any defect in the Improvements; (4) SUBDIVIDER'S failure to perform substantial construction work for a period of 20 calendar days after commencement of the work; (5) SUBDIVIDER'S insolvency,

P.C. RESOLUTION NO. 22-05

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SOUTH PASADENA APPROVING PROJECT NO. 2441 COA-DRX-DBR-AHR-CUP-TTM-SIGN-TRP CONSISTING OF A CERTIFICATE OF APPROPRIATNESS, DESIGN REVIEW, DENSITY BONUS REVIEW, AFFORDABLE HOUSING REVIEW, CONDITIONAL USE PERMIT, TENTATIVE TRACT MAP, SIGN PROGRAM, AND TREE REMOVAL FOR A PROPOSED MIXED-USE DEVELOPMENT CONSISTING OF 108 RESIDENTIAL CONDOMINIUMS, OF WHICH 19 WILL BE AFFORDABLE UNITS; APPROXIMATELY 22,032 SQUARE FEET OF FOOD SERVICE AND RETAIL USES; TWO INCENTIVES/CONCESSIONS FOR INCREASE IN THE ALLOWABLE FLOOR AREA RATIO AND AN INCREASE IN THE PERMITTED NUMBER OF STORIES FROM TWO STORIES TO FOUR STORIES; REMOVAL OF 25 TREES FOR THE PROPERTY LOCATED AT 1020 EL CENTRO STREET (APN: 5315-008-047).

WHEREAS, on September 1, 2021, the applicant, submitted an application for a Certificate of Appropriateness, Design Review, Density Bonus Review, Affordable Housing Review, Conditional Use Permit, Tentative Tract Map, Sign Program, and Tree Removal for a proposed mixed-use development consisting of 108 condominiums units, of which 19 will be affordable units; approximately 22,032 square feet of food service and retail uses; two incentive/concessions for increase in the allowable Floor Area Ration and an increase in the permitted number of stories from two stories to four stories; removal of 25 tress for the property located at 1020 El Centro Street (APN: 5315-008-047); and

WHEREAS, the subject property is zoned Mission Street Specific Plan, District A and has a General Plan Land Use Designation of Mission Street Specific Plan; and

WHEREAS, the Planning Division evaluated the project for consistency with the City's General Plan, South Pasadena Municipal Code, and all other applicable state and local regulations; and

WHEREAS, on August 18, 2022, the Cultural Heritage Commission held a duly noticed public hearing at which time the commission considered the staff report, oral report, the testimony, and the written evidence submitted by and on behalf of the applicant and by members of the public concerning Project No. Project No. 2441 COA-DRX-DBR-AHR-CUP-TTM-SIGN-TRP, agreeing with staff to recommend approval to the Planning Commission; and

WHEREAS, on September 1, 2022, the public hearing notice was mailed to each property owner within a 300-foot radius of the project site in accordance with the

requirements of South Pasadena Municipal code declaring the project review by the Planning Commission for the hearing on September 13, 2022; and

WHEREAS, on September 2, 2022, the City of South Pasadena Planning Division, published a legal notice in the *South Pasadena Review*, a local newspaper of general circulation, indicating the date, time, and location of the public hearing in compliance with state law concerning Project No. 2441 COA-DRX-DBR-AHR-CUP-TTM-SIGN-TRP; and

WHEREAS, the Planning Commission held a duly noticed public hearing on September 13, 2022, at which time it considered the staff report, oral report, the testimony, and the written evidence submitted by and on behalf of the applicant and by members of the public concerning Project No. 2441 COA-DRX-DBR-AHR-CUP-TTM-SIGN-TRP and considered the proposed mixed-use development consisting of 108 residential condominiums, of which 19 will be affordable units; approximately 22,032 square feet of food service and retail uses; two incentives/concessions for an increase in the allowable Floor Area Ratio (FAR) and an increase in the permitted number of stories from two stories to four stories; and removal of 25 trees.

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF SOUTH PASADENA DOES HEREBY FIND, DETERMINE, AND RESOLVE AS FOLLOWS:

SECTION 1: ENVIRONMENTAL REVIEW FINDING

The Planning Commission herby finds and determines as follows:

A. Lead Agency: That the City is the lead agency for the project pursuant to the California Environmental Quality Act ("CEQA," Cal. Pub. Res. Code §21000 et seq.), State CEQA Guidelines (the "Guidelines," 14.Cal. Code Regs §15000 et seq.)

B. The Planning Commission has determined that the proposed project is Categorically Exempt from the provisions of the California Environmental Quality Act (CEQA), under Article 19 Section 15332, Class 32 – In-fill Development.

Class 32 exemptions consist of project characterized as in-fill development meeting the conditions described below.

(a) The project is consistent with the applicable General Plan designation and all applicable general plan policies as well as with applicable zoning designations and regulations.

The Project Site is located in the MSSP zoning district. The Project Site has a General Plan land use designation of Mission Street Specific Plan (MSSP) and is zoned MSSP-District A. District A is intended to include convenience retail and services, restaurants, and specialty retail uses on the ground floor uses on street frontages, while also allowing for housing units, offices, studios, and other lodging uses.

The Project proposes a mixed-use development, which would include residential units and ground floor retail/commercial space; therefore, the Project would be consistent with the applicable General Plan designation, zoning designation, and all applicable policies and regulations.

(b) The proposed development occurs within City limits on a project site of no more than five acres substantially surrounded by urban uses.

The site is a developed lot with an existing cultural resources and existing surface parking lot. The subject is a rectangular lot that measures approximately 82,762 square feet or 1.89 acres that is surrounded by urban uses, residential/commercial uses to the west, the South Pasadena Public Library to the south, and commercial uses to the north and east.

(c) The project site has no value as habitat for endangered, rare, or threatened species.

The Project Site is currently developed with a former school administrative office building and auditorium and the associated surface parking lot. The Project Site is bordered by existing residential and commercial uses and well-utilized roadways. There are no regional resources or habitats nearby that could contain sensitive species, and all nearby habitat is disturbed with little-to-no native vegetation. Therefore, the Project would not result in any significant effects relating to biological resources. The Project Site would have no value as a habitat for endangered, rare, or threatened species.

(d) Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.

The project will not result in any significant effects related to traffic, noise, air quality, or water quality. The applicant submitted technical studies related to traffic, noise, air quality/greenhouse gases, and a historic resource evaluation into the city for review.

- Gibson Transportation Consulting, Transportation Study for the Fairview Court Project.
- EcoTierra Consulting, Inc., 1020 El Centro Street Noise Analysis
- EcoTierra Consulting, Inc., 1020 El Centro Street Air Quality Global Climate Change, and Energy Analysis
- Joseph Catalano AIA, Historic Preservation Consultant, Historic Resource Evaluation: 1020 El Centro Street

The studies were peer reviewed by a city selected environmental consultant, Kimley-Horn and Associates, Inc and found the following;

Traffic. The City adopted its Transportation Impact Analysis Methodology (TIA Guidelines) on May 20, 2020. The City's TIA Guidelines include a screening evaluation to determine whether the Project would be expected to have a less-than-significant vehicle miles traveled (VMT) impact or if further VMT analysis is required. In accordance with the City's TIA Guidelines and as stated in the Transportation Study, the Project is located in a transit priority area (TPA). Therefore, the Project would not be required to conduct further detailed VMT transportation analysis pursuant to the screening thresholds in the TIA Guidelines. Therefore, no significant CEQA transportation impact is anticipated with the development of the Project.

Noise. As concluded in the Project's Noise Analysis, the Project's construction and operational noise and vibration levels would not exceed applicable City or Federal Transit Administration standards. The Project would result in less than significant construction and operational noise and vibration impacts. Therefore, the Project's approval would not result in any significant noise and vibration effects pursuant to CEQA Guidelines Section 15332(d).

Air Quality. As concluded in the Project's Air Quality, Global Climate Change, and Energy Analysis, the Project's construction and net increase in operational emissions would not exceed applicable South Coast Air Quality Management District (SCAQMD) emissions thresholds, above which the SCAQMD has indicated that a project's contribution to increased regional ambient pollutant levels may be considerable. Thus, the Project would result in less than significant construction and operational air quality impacts. In addition, the Project would comply with applicable SCAQMD Rules, which would further minimize the Project's construction-related emissions. Therefore, the Project's approval would not result in significant air quality effects pursuant to CEQA Guidelines Section 15332(d).

Water Quality. The Project would not involve the extraction of groundwater. Historically high groundwater in the Project Site vicinity is estimated to be deeper than 100 feet below ground surface. Fluctuations in the groundwater level may occur due to variations in rainfall, temperature, and other factors. However, due to the depth of groundwater anticipated on the Project Site, Project construction and operation would not interfere with groundwater. Impacts to groundwater would be less than significant.

The Project's construction-related activities would include ground-disturbing activities, which would displace soils and temporarily increase the potential for soils to be subject to wind and water erosion. Construction-related erosion effects would be addressed through compliance with the National Pollutant Discharge Elimination System (NPDES) Program's Construction General Permit, which would be issued by the Los Angeles Regional Water Quality Control Board (LARWQCB). The Construction General Permit requires development and implementation of a Stormwater Pollution Prevention Plan

(SWPPP) and monitoring plan, which must include erosion-control and sediment-control best management practices (BMPs) that would meet or exceed measures required by the Construction General Permit to control potential construction-related pollutants. Following compliance with NPDES and City requirements, the Project's construction-related activities would not violate any water quality standards or otherwise substantially degrade surface or groundwater quality.

Stormwater discharge is generated by rainfall that runs off the land and impervious surfaces, and can include pollutants of concern which would affect stormwater quality. The Project is not anticipated to produce any pollutants that would result in a violation of water quality standards or waste discharge requirements. The Project would be required to comply with the applicable requirements of SPMC Chapter 23, Stormwater and Urban Runoff Pollution Control, Section 23.14, Stormwater pollution control measures for development planning and planning and construction activities. The Project would require a stormwater mitigation plan that complies with the most recent LARWQCB-approved SUSMP. Any pollutants or waste would be discharged according to all appropriate local, State, and federal rules and regulations. Compliance with applicable SUSMP and long-term water quality requirements would be reviewed by the South Pasadena Department of Public Works during the plan check phase of the Project. Therefore, Project operation would not violate any water quality standards or waste discharge requirements.

In conclusion, the Project's approval would not result in any significant effects relating to water quality pursuant to CEQA Guidelines Section 15332(d).

(e) The site can be adequately served by all required utilities and public services.

The Project would occur within an urbanized area where there is available water, sewer, storm drain, natural gas, electricity, telecommunications services. Additionally, the Project would be consistent with the site's intended land uses, as concluded in the Land Use Section above; thus, the demands for utilities and public services associated with the property have been accounted for. The City would also require the Applicant to provide a sewer study during the plan check phase to ensure that the proposed sewer outlet on adjacent streets is sufficient to handle the proposed sewage flow and to clarify the Applicant's responsibility for any upsizing or other improvements that may be required to handle the Project's flow. The Project Site can be adequately served by all required utilities and public services. Therefore, the Project's approval would not result in any significant effects relating to utilities and public services pursuant to CEQA Guidelines Section 15332(e).

C. Exceptions: Additionally, the City reviewed exceptions to Categorical Exemptions pursuant to 15300.2 of the CEQA Guidelines and finds that the project will not

result in cumulative impacts, a significant effect due to unusual circumstances, damage to scenic highways, nor is the project site located on a hazardous waste site. Lastly, the existing structure on site is located within a National Register Historic District and within the City's Historic Inventory list as a cultural resource. The Historic Resource Evaluation (HRE) identifies the proposed adaptive reuse of the existing structure. The adaptive reuse of the building would follow the Secretary of the Interior's Standards and Guidelines for the treatment category of Adaptive Reuse. The former school administrative office building and auditorium would also be seismically upgraded to meet the present California Building Code for purposes of its proposed new occupancy use. As the building exterior would remain unaltered and would be restored with no significant negative impacts, the Project would not cause a substantial adverse change in the significance of a historical resource. Therefore, the exceptions to Categorical Exemptions are not applicable to the project.

SECTION 2: DESIGN REVIEW FINDINGS

The Planning Commission finds that the proposed project is consistent with all applicable findings for approval of Design Review pursuant to South Pasadena Municipal Code (SPMC) Section 36.410.040, as follows:

1. **Is consistent with the general plan, any adopted design guidelines and any applicable design criteria for specialized areas (e.g., designated historic or other special districts, plan developments, or specific plans);**

   The proposed project is consistent with the General Plan, specifically, with Goal 1, Policy 1.3 of the Land Use Element of the General Plan by encouraging and facilitating mixed-use development within targeted areas, including horizontally or vertically integrated housing, live-work spaces, professional office and retail commercial uses. The project proposes new development that will include five new four-story mixed-use buildings that incorporates ground floor commercial/retail uses with residential above the commercial uses along Mission Street and four-story residential structures along Diamond Avenue and Fairview Avenue. The project has both integrated residential units vertically above the proposed commercial space along Mission Street and horizontally behind both proposed commercial spaces along Mission Street and El Centro Street.

2. **Will adequately accommodate the functions and activities proposed for the site, will not unreasonably interfere with the use and enjoyment of neighboring, existing, or future developments, and will not create adverse pedestrian or traffic hazards.**

   The project involves the rehabilitation and adaptive reuse of an existing vacant building into commercial spaces and develop five new commercial/residential buildings on the site. The project will provide adequate parking on site with two-level of subterranean parking. In addition, the project proposes to provide new lighting,

landscaping, and courtyard amenities for residents and patrons of the commercial establishments.

3. **Is compatible with the existing character of the surrounding neighborhood and that all reasonable design efforts have been made to maintain the attractive, harmonious, and orderly development contemplated by this section and the general plan; and**

   The proposed project has incorporated architectural elements and configured the design of the new structures to be compatible with both the existing cultural resource on site, in addition to the surrounding buildings, such as the public library located directly south of the subject site along El Centro Street. The design has incorporated a pedestrian walkway that will connect Mission Street to El Centro Street through the property, encouraging pedestrian friendly designs. Lastly, the project has incorporated the development standards and design guidelines within the Mission Street Specific Plan (MSSP) to ensure that the design is compatible with the surrounding area.

4. **Would provide a desirable environment for its occupants and neighbors, and is aesthetically of good composition, materials, and texture that would remain aesthetically appealing with a reasonable level of maintenance and upkeep.**

   The proposed project has been designed with the consideration of the existing cultural resource on site and the surrounding commercial and residential neighborhood. The project will provide adequate parking, indoor space, courtyard amenities, outdoor seating and lighting. In addition, the proposed project will utilize materials and colors that will complement the architectural style of the existing cultural resource with a reasonable level of maintenance.

SECTION 3: CONDITIONAL USE PERMIT FINDINGS

The Planning Commission finds that the proposed project is consistent with all applicable findings for approval of a Conditional Use Permit pursuant to South Pasadena Municipal Code (SPMC) Section 36.410.060, as follows:

1. **The proposed use is allowed with Conditional Use Permit approval within the applicable zoning district and complies with all applicable provisions of this Zoning Code;**

   The proposed mixed-use development is conditionally permitted within the subject zoning district, pursuant to the Mission Street Specific Plan. The MSSP District A zone is intended to be a pedestrian-oriented shopping street with continuous storefronts along the sidewalk and housing above or in some cases behind the storefronts. The proposed mixed-use project will provide additional commercial space along Mission Street and El Centro Street, while simultaneously providing additional residential units to the area. The proposed project is compatible with the

adjoining land uses. In addition, the proposed project is in compliance with the requirements of the MSSP.

2. **The proposed use is consistent with the General Plan and any applicable specific plan;**

   The proposed project is consistent with the General Plan, specifically, with Goal 1, Policy 1.3 of the Land Use Element of the General Plan by encouraging and facilitating mixed-use development within targeted areas, including horizontally or vertically integrated housing, live-work spaces, professional office and retail commercial uses. The project proposes new development that will include a new four-story mixed-use building that incorporates ground floor commercial/retail uses with residential above the commercial uses. The project has both integrated residential units vertically above the proposed commercial space along Mission Street and horizontally behind both proposed commercial spaces along Mission Street and El Centro Street.

3. **The establishment, maintenance, or operation of the use would not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use;**

   The project proposes to utilize existing infrastructure and public utilities. The surrounding area is developed with public access, water sanitation, and other public utilities. The new development will not impede the accessibility to public access, water sanitation, or other public utilities and services. It is expected that the proposed development will not be detrimental to the public health, safety, and general welfare. The project was designed to comply with all applicable zoning code standards to promote a pedestrian oriented design. In addition, the project will be required to comply with all building code requirements.

4. **The use, as described and conditionally approved, would not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City;**

   The proposed project is consistent and compatible with the surrounding area, which is consistent of a mixture of commercial, residential, and open space uses. The project proposes to utilize existing infrastructure and public utilities. Parking will be provided for residents and patrons within two-level of subterranean parking. Residential parking will be secured separately with a security access. Additionally, the project will provide new amenities along Mission Street and El Centro Street, such as landscaping, courtyard amenities, outdoor dining, and lighting.

5. **The subject site is adequate in terms of size, shape, topography, and circumstances and has sufficient access to streets and highways which are adequate in width and pavement type to carry the quantity and quality of traffic expected to be generated by the proposed use; and**

   The proposed project is located on a flat lot that measures approximately 82,762 square feet. Vehicular access to the site will be provided through Fairview Avenue and pedestrian access will be provided along Mission Street and El Centro Street. Vehicular access along Fairview Avenue will provide ingress and egress into the proposed subterranean parking. The applicant will utilize the existing driveway apron which provides adequate width into the parking. Additionally, Fairview Avenue provides an adequate width and pavement type to sustain the volume of project traffic expected to be generated. Therefore, the subject site is adequate in size, shape, topography, and circumstances, in addition to providing sufficient access to streets and highways.

6. **The design, location, operating characteristics, and size of the proposed use would be compatible with the existing and future land uses in the vicinity, in terms of aesthetics, character, scale, impacts on neighboring properties.**

   The proposed project is located on a lot that measures approximately 82,762 square feet. The design, location, size, and operating characteristics of the proposed mixed-use development is proposed to be compatible with the surrounding existing and future land uses. The subject site is surrounded by residential/commercial uses to the west and commercial uses to the north and east. Additionally, the project has been reviewed by various departments (i.e., Building, Public Works, Fire, Police Department, etc.) and conditions of approval have been included to ensure that the project does not create any issues of concern that would be detrimental to the public health, safety, or welfare of the City.

SECTION 4: CERTIFICATE OF APPROPRIATENESS FINDINGS

The Planning Commission finds that the proposed project is consistent with all applicable findings for approval of a Certificate of Appropriateness pursuant to South Pasadena Municipal Code (SPMC) Section 2.65, as follows:

Mandatory Findings:

1. **The project is consistent with the goals and policies of the General Plan.**

   The proposed project is consistent with the General Plan, specifically, with Goal 1, Policy 1.3 of the Land Use Element of the General Plan by encouraging and facilitating mixed-use development within targeted areas, including horizontally or vertically integrated housing, live-work spaces, professional office and retail commercial uses. The project proposes new development that will include a new four-story mixed-use building that incorporates ground floor commercial/retail uses with

residential above the commercial uses. The project has both integrated residential units vertically above the proposed commercial space along Mission Street and horizontally behind both proposed commercial spaces along Mission Street and El Centro Street.

2. **The project is consistent with the goals and policies of this article.**

The project is consistent with the goals and policies of the Cultural Heritage Ordinance. The project preserves the architectural and aesthetic features of the cultural resource consistent in a manner that is consistent with the Ordinance. The proposed new development will not be attached to the existing cultural resource, therefore ensuring that the existing architectural and aesthetic features are preserved.

3. **The project is consistent with the applicable criteria identified in subsection (e)(8) of this section which the commission applies to alterations, demolitions, and relocation requests.**

The proposed project is consistent with the applicable criteria identified under subsection (e)(8) of section 2.65 Certificate of appropriateness – Alteration and demolition of the South Pasadena Municipal Code. In addition to the standards in the Secretary of Interior's Standards of Rehabilitation.

Consistency with Secretary of the Interior Standards	
Standard	**Staff's Recommended Consistency Determination**
Standard 1: A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships	Consistent.
Standard 2: The historic character of a property will be retained and preserved. The removal of distinctive materials of alteration of features, spaces, and spatial relationships that characterize a property will be avoided.	Consistent.
Standard 3: Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.	Consistent.
Standard 4: Changes to a property that have acquired historic significance will be retained and preserved.	Consistent.

Consistency with Secretary of the Interior Standards	
Standard	**Staff's Recommended Consistency Determination**
Standard 5: Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.	Consistent.
Standard 6: Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.	Consistent.
Standard 7: Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.	Consistent.
Standard 8: Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.	Consistent. No archeological resources are known to exist on the site.
Standard 9: New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property, the new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.	Consistent.
Standard 10: New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.	Consistent.

Project Specific Findings (Staff Recommendation);

Finding No. 2: The project is appropriate to the size, massing, and design context of the historic neighborhood.

The project is appropriate to the size massing, and design context of the cultural resource and the surrounding areas. The existing culture resource will continue to remain a one-story structure, while the proposed new development will be a multi-story structure like other commercial buildings on Mission Street. While no other existing structures are four-stories, the proposed architectural configuration of the stories appears as a three-story building along Mission Street. Additionally, the proposed materials, finishes, and detailing are compatible with the existing historical architectural design of the existing structure on site. Therefore, the proposed addition will be harmonious and compatible with the surrounding historic neighborhood.

Finding 7: The project will not adversely affect the character of the historic district in which the property is located

The proposed project has incorporated architectural elements and configured the design of the new structures to be compatible with both the existing cultural resource on site, in addition to the surrounding buildings, such as the public library located directly south of the subject site along El Centro Street. The design incorporates a pedestrian walkway that will connect Mission Street to El Centro Street through the property, encouraging pedestrian friendly designs. Lastly, the project has incorporated the development standards and design guidelines within the Mission Street Specific Plan (MSSP) to ensure that the design is compatible with the surrounding area.

Finding No. 8: The project will be compatible with the appearance of existing improvements on the site and the new work will be compatible with the massing, size, scale, and character-defining features to protect the historic integrity of the property and its environment

The project proposes to restore and repair the existing cultural resource on the subject site. The proposed new development will not be attached to the existing building and instead will demolish the existing surface parking to construct new building for commercial and residential uses. The proposed materials and elements of the new structures will be complemented that existing elements of the cultural resource, while creating a clear distinction between the new and the existing.

SECTION 5: TENTATIVE TRACT MAP FINDINGS

The Planning Commission finds that the proposed project is consistent with all applicable findings for approval of a tentative tract map pursuant to South Pasadena municipal code (SPMC) section 36.510.070, as follows:

1. **The proposed subdivision, together with the provisions for its design and improvement, is consistent with the General Plan, and any applicable Specific Plan, and that none of the findings for denial in Subsection C. can be made;**

   The proposed project is consistent with the General Plan, specifically, with Goal 1, Policy 1.3 of the Land Use Element of the General Plan by encouraging and facilitating mixed-use development within targeted areas, including horizontally or vertically integrated housing, live-work spaces, professional office and retail commercial uses. The project proposes new development that will include a new four-story mixed-use building that incorporates ground floor commercial/retail uses with residential above the commercial uses. The project has both integrated residential units vertically above the proposed commercial space along Mission Street and horizontally behind both proposed commercial spaces along Mission Street and El Centro Street.

2. **Supplemental findings: in addition to the findings required for approval of a tentative map by subsection a. Above, the commission shall not approve a tentative map unless it can also make the following findings, when they are applicable to the specific subdivision proposal.**

   A. **Construction of improvements. It is in the interest of the public health and safety, and it is necessary as a prerequisite to the orderly development of the surrounding area, to require the construction of road improvements within a specified time after recordation of the parcel map, where road improvements are required.**
   B. **Condominiums. Any applicable findings required by section 36.530.020 for condominium conversions.**
   C. **Dedications or exactions. Findings documenting the need for dedications or exactions, if dedications or exactions are required.**
   D. **Waiver of parcel map. The findings required by section 36.520.030 (waiver of parcel map), if waiver of a parcel map has been requested with the tentative map application.**

   The supplemental findings are not applicable to the project. Existing primary access to the project is provided from Fairview Avenue, a designated local street, which is adequate in width and pavement type to carry the quantity and quality of projected traffic expected to be generated by the proposed use. No expansion of the street is required to accommodate the project. Therefore, the project does not require construction of road improvements and no dedication or exactions are required. Additionally, the project is for the development of new condominium units and it is not a condominium conversion.

3. **Findings requiring denial. A tentative map shall be denied if the commission makes any of the following findings:**

   a. **The proposed subdivision including design and improvements is not consistent with the General Plan or any applicable specific plan;**

b. The site is not physically suitable for the type or proposed density of development;
c. The design of the subdivision or the proposed improvements are likely to cause substantial environmental damage or injure fish or wildlife or their habitat;
d. The design of the subdivision or type of improvements is likely to cause serious public health or safety problems;
e. The design of the subdivision or the type of improvements will conflict with easements, acquired by the public at large for access through or use of, property within the proposed subdivision. This finding may not be made if the commission finds that alternate easements for access or use will be provided, and that they will be substantially equivalent to ones previously acquired by the public. This finding shall apply only to easements of record, or to easements established by judgment of a court of competent jurisdiction, and no authority is hereby granted to the review authority to determine that the public at large has acquired easements of access through or use of property within the proposed subdivision;
f. The discharge of sewage from the proposed subdivision into the community sewer system would result in violation of existing requirements prescribed by the California regional water quality control board;
g. A preliminary soils report or geological hazard report indicates adverse soil or geological conditions and the subdivider has failed to provide sufficient information to the satisfaction of the city engineer or the commission that the conditions can be corrected in the plan for the development; or
h. The proposed subdivision is not consistent with all applicable provisions of this zoning code, any other applicable provisions of the municipal code, and the subdivision map act.

The findings for denial cannot be made, due to the proposed project being consistent with the General Plan, the MSSP, Zoning Code within the South Pasadena Municipal Code, and the Subdivision Map Act. The project is design in a way that is physically suitable for the subject and will not cause serious public health, safety problems, environmental damage, or violations regarding the community sewer system. In addition, the project does not conflict with any easements, nor requires a geological soils report for potential adverse soil or geological conditions. Lastly, the project has been reviewed by various City departments, which have provided conditions of approval for the project to ensure that the project does not create any issues of concern that would be detrimental to the public health, safety, or welfare of the City.

SECTION 6: DENSITY BONUS FINDINGS

Pursuant to 36.370.020- Eligibility for Density Bonus, if requested by the applicant, the City shall grant one Density Bonus to a residential project of five or more dwelling units in

accordance with this Division if the project is designed and constructed so that the development meets at least one of four possible criteria.

The Planning Commission finds that the development meets the criteria of SPMC 36.37.020(A)4: at least 10 percent of the total number of proposed units in a common interest development (condominiums), as defined by Section 1351 of the Civil Code for person and families of moderate-income, as defined in Section 50093 of the Health and Safety Code, provided that all units in the development are offered to the public for purchase. The project is eligible for 94 base units and with the provision of 19 moderate income restricted units proposed by the applicant, the project is also eligible for the requested 15% density bonus (pursuant to CA Government Code Section 65915) for a total of 108 units. A total of 20% of the base units are restricted for moderate income households.

SECTION 7: AFFORDABLE HOUSING REVIEW FINDINGS

Pursuant to 36.370.030- incentives and/or concessions, if requested by the applicant, a project which qualifies for a Density Bonus in accordance with the criteria set forth in section 36.370.020(A) shall also be entitled to the granting incentives or concessions as identified by state law (government code section 65915(b)).

The Planning Commission finds that the project is eligible for the two concessions/incentives requested by the applicant: an increase the Floor Area Ratio (FAR) from the allowable 0.8 to 1.17 and an increase in the number of stories from two to four, due to the project including at least 20 percent of the units for persons and families of moderate-income in a common interest development when the units are available for sale to the public. The project proposes to restrict 19 units as affordable for moderate-income, which is 20 percent of the base unit count of 94 units.

Following proper noticing and a public hearing pursuant to division 36.630 (public hearings), the Planning Commission, after finding that the proposed project complies with applicable sections of this division and state law, shall grant the density bonus(es), incentives, and/or concessions requested, provided the following findings for each applicable request cannot be made:

1. **Required findings for denial of incentives and/or concessions. Any requested incentives or concessions for a project shall be granted if it is found to be in compliance with all applicable sections of this division and state law unless any one of the following written findings for denial based on substantial evidence can be made consistent with government code section 65915(d):**

    a. **The concession or incentive is not required in order to provide for affordable housing costs, as defined in Health and Safety Code section 50052.5, or for rents for the targeted units to be set as specified in government code section 65915(c).**

The concessions/incentives requested will result in identifiable and actual cost reductions per government code 65915. There is insufficient support for the City to reject the specific concessions/incentives being requested by the applicant.

b. The concession or incentive would have a specific adverse impact, as defined in government code section 65589.5(d)(2), upon public health and safety or the physical environment or on any real property that is listed in the California register of historical resources and for which there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact without rendering the development unaffordable to low- and moderate-income households.

The concessions/incentives being granted have no impact on public health and safety, the physical environment, or on any real property that is listed in the California register of historical resources.

c. **The concession or incentive would be contrary to state or federal law.**

The concessions/incentives are not contrary to state or federal law.

SECTION 8: RECORD OF PROCEEDING

The documents and other materials that constitute the record of the proceedings upon which the Planning Commission's decision is based, which include, but are not limited to, the staff reports, as well as all materials that support the staff reports for the proposed project, and are located in the Community Development Department of the City of South Pasadena at 1414 Mission Street, South Pasadena, CA 91030. The custodian of these documents is the City Clerk of the City of South Pasadena.

SECTION 9. DETERMINATION

Based upon the findings outlined in Sections 1 through 7 above and provided during the public hearing, the Planning Commission of the City of South Pasadena hereby takes the following action:

a. Finds the project to be categorically exempt from CEQA pursuant to Section 15332, Class 32 – In-fill Development.
b. Approves the following applications, subject to the conditions of approval attached here to as Exhibit "A":
    a. Conditional Use Permit for the mixed-use development, including the outdoor seating within the corner plaza area; and
    b. Design Review for the mixed-use development; and
    c. Certificate of Appropriateness for the improvements and rehabilitation and adaptive reuse of the Cultural Resource to the existing structure at the subject site; and
    d. Tentative Tract Map for the creation of 108 condominium units and 2 commercial properties; and

e. Density Bonus for a 15% density bonus; and
f. Affordable Housing Review for two concessions/incentives, 1) for an increase in the allowable Floor Area Ratio from 0.8 to 1.17 and 2) for increase in the permitted number of stories from two stories to four stories, and the four request waivers; and
g. Sign Program for the new commercial space and cultural resource; and
h. Tree Removal Permit for the removal of 25 on-site trees.

SECTION 10: APPEALS

Any interested person may appeal this decision or any portion of this decision to the City Council. Pursuant to the South Pasadena Municipal Code, any such appeal must be filed with the City, in writing, and with appropriate appeal fee, no later than 15 days, following the date of the Planning Commission's final action.

SECTION 9: CERTIFICATION OF THE RESOLUTION

The Secretary shall certify that the foregoing Resolution was adopted by the Planning Commission of the City of South Pasadena at a duly noticed regular meeting held on the 13th day of September 2022.

PASSED, APPROVED, AND ADOPTED this 13th day of September 2022 by the following vote:

AYES: **BARTHAKUR, BRAUN, LESAK**

NOES: **NONE**

ABSENT: **PADILLA, DAHL**

ABSTAIN: **NONE**

John Lesak, Chair

ATTEST:

Amitabh Barthakur, Secretary to the Planning Commission

290831.v2

2 LOTS
84,746 SF. GROSS
82,447 SF. NET

TRACT NO. 84122

IN THE CITY OF SOUTH PASADENA,
COUNTY OF LOS ANGELES,
STATE OF CALIFORNIA

BEING A SUBDIVISION OF ALL OF LOTS 6, 7, 8, 9 AND 10 AND A PORTION OF LOTS 11 AND 12, ALL IN BLOCK "B", OF THROOP, GATES AND COOK'S SUBDIVISION, AS PER MAP RECORDED IN BOOK 17, PAGE 63, OF MISCELLANEOUS RECORDS, TOGETHER WITH A PORTION OF LOTS 1 AND 2 IN BLOCK "I" RE-PLAT OF THE TOWN OF SOUTH PASADENA, AS PER MAP RECORDED IN BOOK 11, PAGE 71, OF MISCELLANEOUS RECORDS, ALL IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY

FOR CONDOMINIUM PURPOSES

OWNER'S STATEMENT:

WE HEREBY STATE THAT WE ARE THE OWNERS OF OR ARE INTERESTED IN THE LANDS INCLUDED WITHIN THE SUBDIVISION SHOWN ON THIS MAP WITHIN THE DISTINCTIVE BORDER LINES, AND WE CONSENT TO THE PREPARATION AND FILING OF SAID MAP AND SUBDIVISION.

WE HEREBY DEDICATE TO THE PUBLIC USE ALL STREETS, HIGHWAYS, AND OTHER PUBLIC WAYS SHOWN HEREON.

FSM SOPAS LLC, A CALIFORNIA LIMITED LIABILITY COMPANY

BY: _____ BY: _____

NAME: _____ NAME: _____

ITS: _____ ITS: _____

NOTARY ACKNOWLEDGMENT:

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF _____)

COUNTY OF _____)

ON _____ BEFORE ME, _____, A NOTARY PUBLIC, PERSONALLY APPEARED _____, WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF _____ THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND:

SIGNATURE_____ MY PRINCIPAL PLACE OF BUSINESS IS IN _____ COUNTY

_____ MY COMMISSION EXPIRES _____
MY COMMISSION NUMBER _____
(NAME PRINTED)

BENEFICIARY:

THE RYZMAN FAMILY TRUST, UTD AUGUST 20, 1989, BENEFICIARY UNDER A DEED OF TRUST RECORDED JUNE 29, 2021 AS INSTRUMENT NO. 20211017284, OF OFFICIAL RECORDS IN THE OFFICE OF THE COUNTY RECORDER OF LOS ANGELES COUNTY.

BY: _____ BY: _____

NAME: _____ NAME: _____

ITS: _____ ITS: _____

LOS ANGELES COUNTY TAX CERTIFICATES:

I HEREBY CERTIFY THAT ALL CERTIFICATES HAVE BEEN FILED AND DEPOSITS HAVE BEEN MADE THAT ARE REQUIRED UNDER THE PROVISIONS OF SECTIONS 66492 AND 66493 OF THE SUBDIVISION MAP ACT.

EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BY: _____
DEPUTY DATE

I HEREBY CERTIFY THAT SECURITY IN THE AMOUNT OF $_____ HAS BEEN FILED WITH THE EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES AS SECURITY FOR THE PAYMENT OF TAXES AND SPECIAL ASSESSMENTS COLLECTED AS TAXES ON THE LAND SHOWN ON MAP OF TRACT NO. 84122 AS REQUIRED BY LAW.

EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BY: _____
DEPUTY DATE

CONDOMINIUM NOTE:

THIS SUBDIVISION IS APPROVED AS A CONDOMINIUM PROJECT FOR 108 CONDOMINIUM UNITS, WHEREBY THE OWNERS OF THE UNITS OF AIR SPACE WILL HOLD AN UNDIVIDED INTEREST IN THE COMMON AREAS THAT WILL, IN TURN, PROVIDE THE NECESSARY ACCESS AND UTILITY EASEMENTS FOR THE UNITS.

NOTE

SEE SHEET 2 FOR ADDITIONAL NOTARY ACKNOWLEDGMENTS AND FOR SIGNATURE OMISSIONS.

SURVEYOR'S STATEMENT:

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A TRUE AND COMPLETE FIELD SURVEY BY ME OR UNDER MY DIRECTION IN FEBRUARY, 2023, IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF FSM SOPAS LLC, A CALIFORNIA LIMITED LIABILITY COMPANY ON JANUARY 25, 2023. I HEREBY STATE THAT THIS FINAL MAP SUBSTANTIALLY CONFORMS TO THE CONDITIONALLY APPROVED TENTATIVE MAP; THAT ALL THE MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED; AND THAT THE MONUMENTS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.

JAKE W. LAPPERT
PLS 9303

04/04/2024
DATE

LICENSED LAND SURVEYOR
JAKE W. LAPPERT
LS 9303
STATE OF CALIFORNIA

BASIS OF BEARINGS:

THE BEARINGS SHOWN HEREON ARE BASED ON THE BEARING NORTH 90°00'00" WEST OF THE CENTERLINE OF MISSION STREET AS SHOWN ON THE RECORD OF SURVEY FILED IN BOOK 153, PAGE 49 OF RECORDS OF SURVEYS, RECORDS OF SAID COUNTY.

CITY ENGINEER'S CERTIFICATE:

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS MAP; THAT IT CONFORMS SUBSTANTIALLY TO THE TENTATIVE MAP AND ALL APPROVED ALTERATIONS THEREOF; THAT ALL PROVISIONS OF THE SUBDIVISION ORDINANCES OF THE CITY OF SOUTH PASADENA APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH; THAT ALL PROVISIONS OF SUBDIVISION MAP ACT SECTION 66442(a)(1), (2) AND (3) HAVE BEEN COMPLIED WITH.

_____ _____
HASMIK KORKIS DATE
CITY ENGINEER, CITY OF SOUTH PASADENA
R.C.E. NO. 90380

REGISTERED PROFESSIONAL ENGINEER
HASMIK KORKIS
No. 90380
EXP. 09/30/2025
CIVIL
STATE OF CALIFORNIA

CITY TREASURER'S CERTIFICATE:

I HEREBY CERTIFY THAT ALL SPECIAL ASSESSMENTS LEVIED UNDER THE JURISDICTION OF THE CITY OF SOUTH PASADENA, TO WHICH THE LAND INCLUDED IN THE WITHIN SUBDIVISION OR ANY PART THEREOF IS SUBJECT, AND WHICH MAY BE PAID IN FULL, HAVE BEEN PAID IN FULL.

_____ _____
CITY TREASURER DATE
CITY OF SOUTH PASADENA

CITY CLERK'S CERTIFICATE:

I HEREBY CERTIFY THAT THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA BY MOTION PASSED ON _____ , 2024 APPROVED THE ATTACHED MAP AND ACCEPTED ON BEHALF OF THE PUBLIC DEDICATION OF MISSION STREET FOR STREET, HIGHWAYS, AND OTHER PUBLIC WAYS AS SHOWN ON SAID MAP.

_____ _____
CITY CLERK DATE
CITY OF SOUTH PASADENA

COUNTY SURVEYOR'S CERTIFICATE:

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS MAP; THAT IT COMPLIES WITH ALL PROVISIONS OF STATE LAW APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP; AND THAT I AM SATISFIED THAT THIS MAP IS TECHNICALLY CORRECT IN ALL RESPECTS NOT CERTIFIED BY THE CITY ENGINEER.

COUNTY SURVEYOR

_____ _____
DIEGO G. RIVERA, DEPUTY DATE
L.S. NO. 9742

LICENSED LAND SURVEYOR
DIEGO G. RIVERA
LS 9742
STATE OF CALIFORNIA

2 LOTS
84,746 SF. GROSS
82,447 SF. NET

TRACT NO. 84122

IN THE CITY OF SOUTH PASADENA,
COUNTY OF LOS ANGELES,
STATE OF CALIFORNIA

FOR CONDOMINIUM PURPOSES

NOTARY ACKNOWLEDGMENT:

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF _____)

COUNTY OF _____)

ON _____ BEFORE ME, _____, A NOTARY PUBLIC, PERSONALLY APPEARED _____, WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF _____ THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND:

SIGNATURE_____

_____
(NAME PRINTED)

MY PRINCIPAL PLACE OF BUSINESS IS
IN _____ COUNTY

MY COMMISSION EXPIRES _____
MY COMMISSION NUMBER _____

NOTARY ACKNOWLEDGMENT:

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF _____)

COUNTY OF _____)

ON _____ BEFORE ME, _____, A NOTARY PUBLIC, PERSONALLY APPEARED _____, WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF _____ THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND:

SIGNATURE_____

_____
(NAME PRINTED)

MY PRINCIPAL PLACE OF BUSINESS IS
IN _____ COUNTY

MY COMMISSION EXPIRES _____
MY COMMISSION NUMBER _____

NOTARY ACKNOWLEDGMENT:

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF _____)

COUNTY OF _____)

ON _____ BEFORE ME, _____, A NOTARY PUBLIC, PERSONALLY APPEARED _____, WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF _____ THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND:

SIGNATURE_____

_____
(NAME PRINTED)

MY PRINCIPAL PLACE OF BUSINESS IS
IN _____ COUNTY

MY COMMISSION EXPIRES _____
MY COMMISSION NUMBER _____

SIGNATURE OMISSIONS:

THE FOLLOWING SIGNATURES HAVE BEEN OMITTED UNDER THE PROVISIONS OF SECTION 66436(a)(3)(A) OF THE SUBDIVISION MAP ACT, THE FOLLOWING SIGNATURES HAVE BEEN OMITTED AS THEIR INTEREST CANNOT RIPEN INTO A FEE:

SOUTHERN CALIFORNIA EDISON COMPANY, A CORPORATION, HOLDER OF AN EASEMENT FOR UNDERGROUND ELECTRICAL SYSTEM FOR PUBLIC UTILITIES, RECORDED NOVEMBER 16, 1949 AS DOCUMENT NO. 1933 OF OFFICIAL RECORDS.

SCALE: 1" = 30'

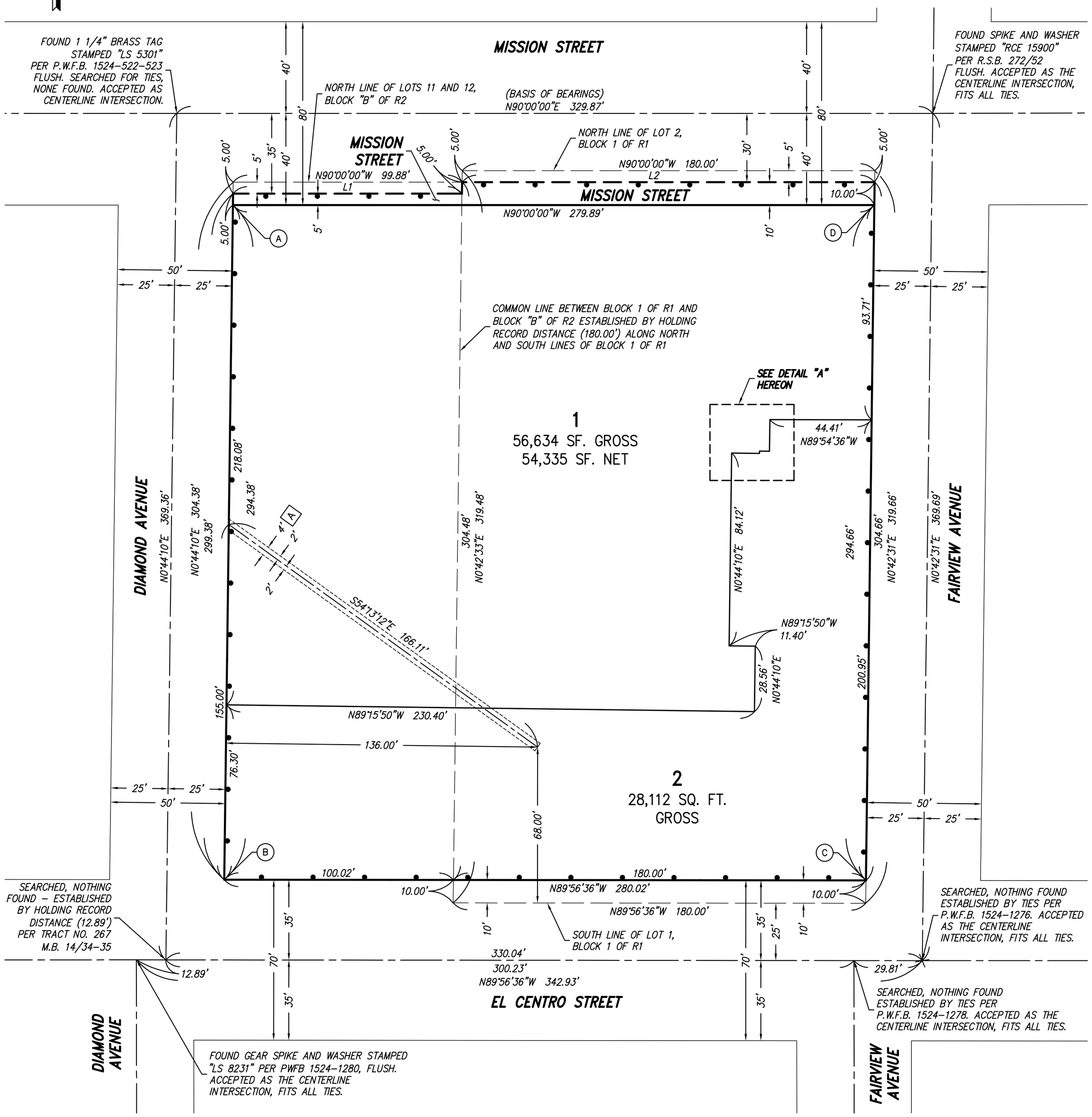
TRACT NO. 84122

IN THE CITY OF SOUTH PASADENA,
COUNTY OF LOS ANGELES,
STATE OF CALIFORNIA

FOR CONDOMINIUM PURPOSES

LEGEND

INDICATES THE BOUNDARY OF THE LAND BEING SUBDIVIDED BY THIS MAP.



SET MONUMENT NOTE:

(A) SET LEAD, TACK AND TAG STAMPED "LS 9303", FLUSH, NORTH 90°00'00" WEST, 1.00 FOOT FROM PROPERTY CORNER

(B) SET LEAD, TACK AND TAG STAMPED "LS 9309". FLUSH, NORTH 89°56'36" WEST, 1.00 FOOT FROM PROPERTY CORNER

(C) SET LEAD, TACK AND TAG STAMPED "LS 9309". FLUSH, SOUTH 89°56'36" EAST, 1.00 FOOT FROM PROPERTY CORNER

(D) SET LEAD, TACK AND TAG STAMPED "LS 9303", FLUSH, SOUTH 90°00'00" EAST, 1.00 FOOT FROM PROPERTY CORNER

LINE TABLE		
LINE	BEARING	DISTANCE
L1	N90°00'00"W	99.88'
L2	N90°00'00"E	180.00'

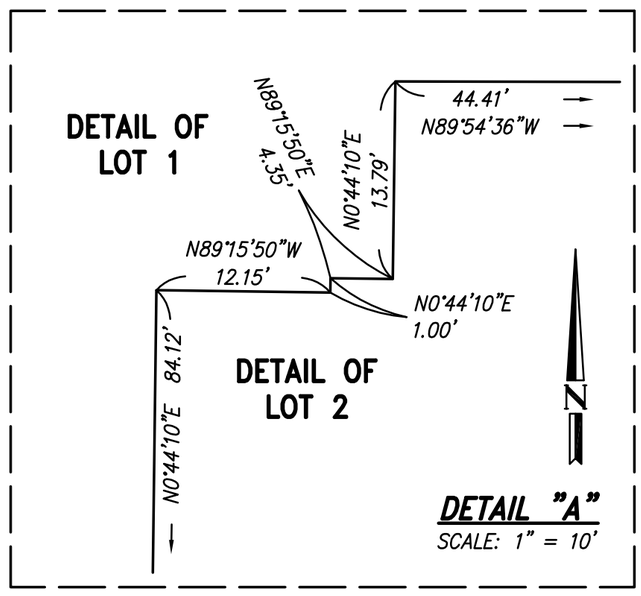
EASEMENT NOTE:

[A] EASEMENT TO SOUTHERN CALIFORNIA EDISON COMPANY RECORDED NOVEMBER 16, 1949 AS INSTRUMENT NO. 1933, OF OFFICIAL RECORDS.

REFERENCES:

R1 RE-PLAT OF THE TOWN OF SOUTH PASADENA - M.R. 11/71

R2 THROOP, GATES AND COOK'S SUBDIVISION - M.R. 17/63



City Council Agenda Report

ITEM NO. 16

DATE: March 18, 2026

FROM: Todd Hileman, City Manager

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

SUBJECT: **CONSIDERATION OF APPROVAL OF AN AMENDMENT TO A TASK ORDER WITH NINYO & MOORE FOR GEOTECHNICAL AND MATERIALS TESTING SERVICES RELATED TO THE FISCAL YEAR 19-20 STREET IMPROVEMENT PROJECT, FOR A NEW TOTAL CONTRACT AMOUNT OF $53,046.**

Recommendation

It is recommended that the City Council approve an amendment (Attachment 1) to the Task Order with Ninyo & Moore to provide geotechnical and material testing services related to the Fiscal Year (FY) 19-20 Street Improvement Project for a new not to exceed total of $53,046.

Executive Summary

Staff is requesting approval of an amendment to an existing Task Order (Attachment 2) to increase the budget for geotechnical and materials testing services associated with the FY 2019-20 Street Improvement Project. The amendment will increase the budget for the Task Order with Ninyo & Moore by $32,200 to allow the consultant to continue providing construction testing and inspection services through completion of the project.

Geotechnical and materials testing services are a standard component of construction projects involving roadway reconstruction and underground utilities. These services provide independent verification that soil, asphalt, concrete, and other construction materials meet engineering specifications and are installed in accordance with project standards, helping ensure the long-term durability and safety of the City's infrastructure. Due to extended construction activities and the increased number of required field tests, the originally approved budget for these services has been exceeded, and the proposed amendment will allow Ninyo & Moore to continue providing testing and inspection services through completion of the project.

Background

The City's Public Works Department is responsible for developing and implementing the City's Capital Improvement Program (CIP), including improvements to the City's streets and related roadway infrastructure. The FY 2019-20 Street Improvement Project includes pavement rehabilitation, concrete infrastructure repairs and water infrastructure improvements throughout the City. To support construction of these improvements, the City issued a Task Order to Ninyo & Moore to provide geotechnical and materials testing services during construction. These services help ensure that materials and construction work meet project

requirements and quality standards.

On October 11, 2022, the City Council approved a Master On-Call Professional Services Agreement with Ninyo & Moore to provide geotechnical engineering and materials testing services in support of Public Works capital improvement projects. The agreement authorizes the City to issue individual task orders for projects requiring specialized construction testing and engineering services to verify that materials and installation methods meet project specifications.

In June 2025, the City issued Task Order No. NIMO9203-004 to Ninyo & Moore to provide geotechnical observation and materials testing services during construction of the FY 2019-20 Street Improvement Project. The Task Order established a not-to-exceed amount of $20,846 and included services such as field observation of earthwork activities, compaction testing of subgrade and aggregate base materials, asphalt and concrete testing, laboratory analysis, and coordination with City inspection staff.

Construction of the FY 2019-20 Street Improvement Project began in September 2025. As construction progressed, extended earthwork operations and the installation of water infrastructure required a greater level of field testing and inspection services than originally estimated.

Analysis
Ninyo & Moore is well-qualified to fulfill the required scope of services, which includes geotechnical observation, field and laboratory testing, and comprehensive project coordination. Although construction for the FY 19-20 Street Improvement Project commenced in September 2025, the required volume of site visits and testing activities has exceeded initial estimates. This increase in professional services is primarily due to extended earthwork operations and the additional field testing necessitated by the installation of critical water line infrastructure.

The consultant’s continued involvement is necessary to ensure all construction activities meet the established geotechnical and safety standards. The expanded oversight ensures the long-term integrity of the city's updated infrastructure.

Fiscal Impact
To complete the remaining work, staff is requesting a budget increase of $32,200, increasing the total not-to-exceed amount for the Task Order from $20,846 to $53,046. Approval of the amendment will allow the consultant to continue providing these services through completion of the project.

Adequate funding for the amendment is available within the FY 2019-20 Street Improvement Project budget and will be funded using available funds in the following accounts:

400-9000-9008-9203-233 (Measure R Local Return) - $16,100
400-9000-9008-9203-236 (Measure M Local Return) - $16,100

No additional appropriation is required.

Attachment:
Attachment 1 - Amendment to Ninyo & Moore Task Order 4 (NIM09203 2022-137-004)

Attachment 2 - Ninyo & Moore Task Order 4 (NIM09203 2022-137-004)
Exhibit A - Additional Services and Compensation

FIRST AMENDMENT TO TASK ORDER NO. NIM09203-004 FOR MATERIAL TESTING AND GEOTECHNICAL ENGINEERING SERVICES

THIS FIRST AMENDMENT ("Amendment") is made on this 18th day March, 2026, by and between the City of South Pasadena ("City") and Ninyo & Moore ("Consultant").

RECITALS

WHEREAS, on October 11, 2022, the City and Consultant entered into a Master On-Call Professional Services Agreement, by which Consultant agreed to perform Material Testing and Geotechnical Engineering Services in accordance with Task Orders issued by the City ("Agreement");

WHEREAS, on August 25, 2025, the City and Consultant entered into Task Order NIM09203-004 for CONSULTANT to assist City with geotechnical, materials testing, and special inspection services for the construction of the FY 19-20 Street Improvement Project ("Task Order").

WHEREAS, the original Task Order and accompanying purchase order was in the amount of $20,846.00 for the scope of services under the Task Order; and

WHEREAS, the City desires that Consultant provide additional geotechnical and materials testing services related to FY 2019-20 Street Improvement project, which requires an amendment to the Task Order for the additional services and compensation for those services;

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

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

Section 2. For the Additional Services, City shall pay Consultant an amount not to exceed $32,200.00, as more particularly described in Exhibit A based on the hourly rates set forth therein. Accordingly, the maximum compensation for the Scope of Services shall not exceed $53,046.00.

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

"City" City of South Pasadena	"Consultant" Ninyo & Moore
By:_____ *Signature*	By:_____ *Signature*
Printed:_____	Printed:_____
Title:_____	Title:_____
Date:_____	Date:_____

Attest:

By:_____
Nikima Newsome, Chief City Clerk

Date:_____

Approved as to form:

By:_____
Roxanne Diaz, City Attorney

Date:_____

EXHIBIT A TO THE FIRST AMENDMENT

ADDITIONAL SERVICES AND COMPENSATION

[to be added]

Docusign Envelope ID: 56D37F2A-E262-408A-BCCD-5FC170F4E1DE

TASK ORDER NO. NIMO9203-004

TO MASTER PROFESSIONAL SERVICES AGREEMENT (2022-137)

This Task Order No. **NIMO9203-004** ("Task Order") is made and entered into by and between the City of South Pasadena, a municipal corporation ("City"), and **Ninyo & Moore** ("Consultant").

RECITAL

A. City and Consultant entered into an agreement entitled Master On-Call Professional Services Agreement ("Agreement") dated **October 11, 2022** by which the Consultant agreed to perform **Material Testing and Geotechnical Engineering Services** in accordance with Task Orders issued by the City.

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. **INCORPORATION BY REFERENCE.** This Task Order hereby incorporates by reference all terms and conditions set forth in the Agreement.

2. **SCOPE OF TASK ORDER.** Consultant shall perform the following services in accordance with the terms and conditions of the Agreement:

FY 19-20 Street Improvement Project
Conduct geotechnical, materials testing, and special inspection services during the construction of the FY 19-20 Street Improvement Project.

This project generally consists of pavement rehabilitation and replacement of mains, valves, water services, meters, and other appurtenances. The project also includes repair of damaged PCC curb and gutter, sidewalks, and driveways at various locations within the project limits, sawcut, removal and disposal of existing asphalt roadway sections, removal of macadam and subgrade, cold milling of existing pavement, subgrade preparation and compaction, crushed miscellaneous base (CMB), asphalt concrete pavement, removal and reconstruction of damaged PCC curb and gutter, sidewalk, driveway approaches, and ADA curb ramps, utility adjustments, installation of new water meters, services, valves, and appurtenances, sewer line repairs, traffic signing, thermoplastic striping and pavement markings; traffic control and all appurtenant work thereto necessary for the proper construction of the contemplated improvements, in accordance to Plans and Specification entitled as FY 19-20 Street Improvement Project 2020-01 (002001).

Task 1. Geotechnical and Materials Testing Services

Consultant shall provide the following scope of services:

- Attendance at pre-construction meetings and field meetings, as requested.
- Project coordination, management and technical support including review of the project background documents, work scheduling and distribution of test

data.

- Field technician services for observation, sampling, and testing during subgrade preparation, aggregate base placement and during asphalt concrete pavement operations. Field density tests will be performed to evaluate the contractor's compaction efforts.
- Field ACI Technician services to provide observation, sampling and testing during structural concrete placement including checking mix design, elapsed time, temperature, slump and casting a set of cylinders for each batch.
- Laboratory testing including Proctor density, sieve analysis, sand equivalent, Hveem stability and unit weight, AC extraction including gradation, and concrete compressive strength testing of representative samples obtained in the field.
- Preparation of daily field reports and test data documentation to record observations, test results, and compliance with the project requirements. Our documents will be made available on a daily basis or provided as requested.

3. **TASK ORDER ADMINISTRATOR.** Consultant shall designate a principal point of contact for this task order:

   Garreth Saiki
   Ninyo & Moore
   475 Goddard, Suite 200
   Irvine, CA 92618
   Telephone: (949) 753-7070

4. **SCHEDULE.** Consultant shall complete the Task Order by the date listed below, or, if specified, in accordance with the required schedule of milestones listed below:

   All scope items listed in this task order shall be completed as directed by the city and no later than June 26, 2026.

5. **PAYMENT.** For services performed by Consultant in accordance with this Task Order, City will compensate Consultant in accordance with the terms and conditions of the Agreement based on the Fee Schedule set forth below. The total cost of this project is to be no more than **Twenty thousand, eight-hundred-and-forty six dollars ($20,846)** based on the rates in the Fee Schedule set forth below and the timing of such payment as stated in the Scope of Task Order. Payments shall be made on a percent complete basis, where a completed portion of a task, or the entirety of a completed task, shall be invoiced by the Consultant upon approval by the City, in accordance with the below costs.

   Invoices shall be submitted electronically to PWAP@southpasadenaca.gov

Docusign Envelope ID: 56D37F2A-E262-408A-BCCD-5FC170F4E1DE

Table 1 of 5: Ninyo & Moore Tasks and Field Services with Hourly Rates ($ / hr)				
Task	**Field Services Costs (See Table 2 and 3)**	**Laboratory Testing Costs (See Table 4)**	**Project Coordination, Technical Support and Management Costs (See Table 5)**	**Task Fee**
1	324 hrs $14,736	22 tests $3,460	16 hrs $2,650	**$20,846**
Total	**324 hrs** **$14,736**	**22 tests** **$3,460**	**16 hrs** **$2,650**	**$20,846**

Table 2 of 5: Ninyo & Moore Tasks and Field Services with Hourly Rates ($ / hr)			
Task	**Field Technician – Subgrade and Aggregate Base** **$110/hr**	**Field Technician – Asphalt Concrete Paving** **$110/hr**	**ACI Technician – Concrete Sampling & Testing** **$110/hr**
1a	32 hrs $3,520	64 hrs $7,040	8 hrs $880
Total	**32 hrs** **$3,520**	**64 hrs** **$7,040**	**8 hrs** **$880**

Table 3 of 5: Ninyo & Moore Tasks and Field Services with Hourly Rates ($ / hr) – with Other Fees				
Task	**Geotechnical Assistant – Sample Pickup** **$95/hr**	**Field Vehicle Usage** **$15/hr**	**Field Equipment Usage** **$12/hr**	**Task Fee**
1a	4 hrs $380	108 hrs $1,620	108 hrs $1,296	**324 hrs** **$14,736**
Total	**4 hrs** **$380**	**108 hrs** **$1,620**	**108 hrs** **$1,296**	**324 hrs** **$14,736**

Docusign Envelope ID: 56D37F2A-E262-408A-BCCD-5FC170F4E1DE

Table 4 of 5: Ninyo & Moore Tasks and Laboratory Testing with Hourly Rates ($ / hr) – with Other Fees					
Task	**Proctor Max Density $220/test**	**Concrete Compression Tests, C39 $35/test**	**Hveem Stability & Unit Weight, D2172, CT 382 $225/test**	**Extraction, % Asphalt, inc. Gradation, D 2172, CT 382 $250/test**	**Task Fee**
1a	4 tests $880	8 tests $280	8 tests $1,800	2 tests $500	**22 tests** **$3,460**
Total	**4 tests** **$880**	**8 tests** **$280**	**8 tests** **$1,800**	**2 tests** **$500**	**22 tests** **$3,460**

Table 5 of 5: Ninyo & Moore Project Coordination, Submittal Review, Management and Technical Support with Hourly Rates ($ / hr) – with Other Fees				
Task	**Principal Engineer/Geologist/ Environmental Scientist $210/hr**	**Project Engineer/Geologist/ Environmental Scientist $185/hr**	**Geotechnical Assistant – Dispatch $95/hr**	**Task Fee**
1a	2 hrs $420	10 hrs $1,850	4 hrs $380	**16 hrs** **$2,650**
Total	**4 hrs** **$420**	**10 hrs** **$1,850**	**4 hrs** **$380**	**16 hrs** **$2,650**

Docusign Envelope ID: 56D37F2A-E262-408A-BCCD-5FC170F4E1DE

6. **SIGNATURES.** The individuals executing this Task Order represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Task Order on behalf of the respective legal entities of the Consultant and the City.

IN WITNESS WHEREOF, the City and Consultant do hereby agree to the full performance of the terms set forth herein.

"City"
City of South Pasadena

By: _____
Signature

Printed: Todd Hileman

Title: City Manager

Date: 8/21/2025

"Consultant"
Ninyo & Moore

By: _____
Signature

Printed: Garreth M. Saiki, PE, GE

Title: Principal Engineer

Date: 8/6/2025

Attest:

By: _____
Hector Gomez, Chief City Clerk

Date: 8/25/2025

Approved as to form:

By: _____
Roxanne Diaz, City Attorney

Date: 8/21/2025

Ninyo & Moore
A SOCOTEC COMPANY

February 20, 2026
Project No. 212460004

Mr. Michael Vartanians
City of South Pasadena
1414 Mission Street
South Pasadena, California 91030

Subject: Geotechnical and Materials Testing Services
South Pasadena FY 2019-20 Street and Water Improvements Project
South Pasadena, California
City Project No.: 2020-01 (002001)
Task Order No.: NIMO9203-004

Dear Mr. Vartanians:

Per your authorization and request, we are providing geotechnical and materials testing services for the above referenced project. To date, we have been providing our services on an as-requested basis. We understand that our current approved budget is $20,846.00. We anticipate exceeding our budget for the reasons explained below.

The number of site visits required for geotechnical observation and materials testing services has exceeded our original estimate due to several factors, including the contractor's extended duration of the earthwork activities and associated overtime hours. To assist in estimating the remaining scope, we coordinated with Project Inspector Dan Warren and the project is estimated to be approximately 50 percent complete, and the remaining field support is anticipated to include the following: 120 hours for subgrade and aggregate base compaction testing, along with associated laboratory testing and project coordination. A detail breakdown of our estimated costs required to complete the project is presented in Table 1.

Based on the information described above, our revised estimated fee for the project is approximately $46,846.00. To avoid delays to the project, we will continue to provide our services as requested with the understanding that we will be reimbursed on a time and materials basis for our additional services. The following describes our budget status:

Revised Total Estimated Fee	$53,046.00
Current Approved Budget	$20,846.00
Requested Budget Increase (difference)	$32,200.00

Therefore, we request that our total budget be increased by $32,200.00 to $53,046.00. In order to have written authorization for the additional expenditure, please sign and return one copy of this letter to our office at your earliest convenience.

We appreciate the opportunity to be of service on this project. If you have any questions regarding this letter, please contact the undersigned at your convenience.

Respectfully submitted,
NINYO & MOORE

Enrique Romero
Project Engineer

Garreth Saiki, PE, GE
Principal Engineer

EHR/GMS/mlc

Attachment: Table 1 – Breakdown of Estimated Fee to Complete Project

Authorized by:
City of South Pasadena

Signature _____ Date _____

Print Name and Title _____

Table 1 - Breakdown of Estimated Fee to Complete Project							
Field Services							
Services through January 30, 2026 (Over Budget)						$	5,053.50
Services through February 20, 2026						$	5,964.50
Field Technician - Subgrade, Aggregate Base & AC Compaction	120 hours	@	$	116.00	/hour	$	13,920.00
Field Vehicle	120 hours	@	$	15.00	/hour	$	1,800.00
Field Equipment	120 hours	@	$	12.00	/hour	$	1,440.00
				Subtotal		**$**	**28,178.00**
Laboratory Testing							
Concrete Compression Tests, C39	8 tests	@		$35.00	/test	$	280.00
Hveem Stability & Unit Weight, D 2172, CT 382	2 tests	@		$225.00	/test	$	450.00
Extraction, % Asphalt, inc. Gradation, D 2172, CT 382	2 tests	@		$250.00	/test	$	500.00
				Subtotal		**$**	**1,230.00**
Project Coordination, Technical Support and Management							
Principal Engineer/Geologist/Environmental Scientist	2 hours	@	$	221.00	/hour	$	442.00
Project Engineer/Geologist/Environmental Scientist	10 hours	@	$	195.00	/hour	$	1,950.00
Geotechnical Assistant - Dispatcher	4 hours	@	$	100.00	/hour	$	400.00
				Subtotal		**$**	**2,792.00**
TOTAL ESTIMATED FEE						**$**	**32,200.00**

City Council Agenda Report

ITEM NO. 17

DATE: March 18, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Roger Sung, Human Resources Director

SUBJECT: **CONSIDERATION TO ADOPT RESOLUTION NO. 7989 TO ADD ONE (1) FULL-TIME FILM LIAISON POSITION AND RECLASSIFY THE DEPUTY COMMUNITY SERVICES DIRECTOR TO CUSTOMER SOLUTIONS MANAGER.**

Recommendation

It is recommended that the City Council adopt Resolution No. 7989 to add one (1) new full-time Film Liaison position to the budget and approve the reclassification of the Deputy Community Services Director to Customer Solutions Manager.

Executive Summary

The Film Liaison function is currently performed by a part-time contract employee who has submitted a letter to end their contract effective at the end of fiscal year 2025-2026. After evaluating the costs of the current contract as well as the operational needs to support the City's communication and outreach efforts, staff recommends establishing a full-time Film Liaison position to ensure continued coordination of film activities within the City of South Pasadena and to provide administrative and operational support to the Public Affairs Manager.

Additionally, Human Resources, in collaboration with the City Manager's Office, conducted a review of service levels and operational needs within the Community Services Department and the proposed Customer Success Center, which is tentatively assigned within the City Manager's Office. The review determined that the duties associated with the Deputy Community Services Director position are currently not required in their existing capacity. The incumbent has been performing the duties of both the Deputy Community Services Director and higher-level operational functions within the department, demonstrating the ability to operate at a strategic level across multiple service areas.

Based on these findings, staff recommends reclassifying the Deputy Community Services Director position to a Customer Solutions Manager position. This position will support the implementation and oversight of the City's proposed Customer Success Center and will play a key role in coordinating public inquiries and service requests across departments.

Analysis
A. Establishment of One (1) Additional Film Liaison Position

Background
Since February 2025, the City has contracted to provide Film Liaison services on a part-time basis to coordinate film-related activities. Due to the current contract Film Liaison providing notice that their contract will end in June 2026, staff contucted an assessment of operational needs and organizational priorities. Consequently, staff identified a need to establish a full-time Film Liaison position is necessary to ensure continued coordination of filming activities while also providing administrative and programmatic support to the Public Affairs Manager.

Analysis
The purpose of this action is to add one (1) full-time Film Liaison position to support the continued coordination of filming activities within the City of South Pasadena while assisting the Public Affairs Manager with communications, logistics, and administrative support functions.

Human Resources reviewed service levels, workload distribution, and operational needs in collaboration with the Public Affairs Manager and the City Manager's Office.

The review identified an ongoing need for dedicated staff support to coordinate film-related activities within the City. The Public Affairs Manager currently serves as a single-incumbent position responsible for City communications, public information initiatives, and media coordination.

The addition of a full-time Film Liaison will allow for more effective management of filming activities, coordination with production companies and City departments, and improved service delivery. The position will also assist with administrative and operational tasks currently performed by the Public Affairs Manager, allowing that position to focus on higher-level communications strategies and public engagement initiatives.

Establishing a full-time Film Liaison position will provide the staffing capacity necessary to support continued film coordination services, maintain revenue generated through filming activities, and enhance operational support for the Public Affairs Manager.

B. Reclassification of the Deputy Community Services Director to Customer Solutions Manager.

Background
In January 2026, staff presented the South Pasadena Customer Success Center Proposal and Implementation Plan, which identified several systemic challenges related to customer service delivery across City departments. These challenges include fragmented customer intake processes, inconsistent responses to public inquiries, high call transfer rates, and limited tracking of service outcomes.

The implementation plan recommends establishing a centralized Customer Success Center to improve service coordination, streamline communication channels, and create measurable service performance standards.

On March 4, 2026, City Council approved Resolution No. 7984 establishing the Customer

Solutions Manager classification as part of the City's strategy to address fragmented customer intake processes, inconsistent service responses, high call transfer rates, limited tracking of service outcomes, and the absence of enterprise-wide service expectations.

Staff has evaluated the organizational structure within the Community Services Department and determined that the operational needs of the department can be met without maintaining the Deputy Community Services Director position in its current configuration. Reclassifying the position to a Customer Solutions Manager will allow the City to reallocate staffing resources toward the development and implementation of the Customer Success Center.

Analysis
The purpose of this action is to initiate recruitment for the Customer Solutions Manager position, which will be responsible for assisting in the development and implementation of the City's Customer Success Center. City Council approval is required to reclassify the existing position and align staffing resources with operational priorities that support improved customer service delivery.

Human Resources conducted a review of service levels, workload distribution, and operational needs in collaboration with the City Manager's Office and the Information Technology Manager to identify the key leadership role necessary to support the development of the Customer Success Center framework.

The review determined that reclassifying the Deputy Community Services Director position will have minimal impact on the operational capacity of the Community Services Department. Instead, the change will allow the City to initiate the implementation of the Customer Success Center and establish the infrastructure necessary to ensure public inquiries and service requests are addressed accurately and efficiently.

Reclassifying the Deputy Community Services Director position to Customer Solutions Manager will allow the City to move forward with the implementation of the Customer Success Center initiative. This action aligns staffing resources with strategic service delivery goals and strengthens the City's ability to respond to public inquiries and service requests in a consistent and timely manner.

Fiscal Impact
1) The proposed reclassification of the Deputy Community Services Director position to Customer Solutions Manager is projected to result in a net savings of approximately $19,644. Salary savings associated with reclassifying the higher-level Deputy Community Services Director position will offset the projected cost for the remainder of Fiscal Year 2025–2026 and into Fiscal Year 2026–2027.

2) Additionally, an evaluation of film permit revenues and the costs associated with maintaining a contract Film Liaison position determined that establishing a full-time Film Liaison position is operationally and financially appropriate. The fees collected through filming activities, as presented to City Council on September 17, 2025, offset the cost of administering the program and supporting related staffing needs.

For example, in Fiscal Year 2024–2025, the City of South Pasadena collected approximately $379,532.88 in film-related permit fees. Revenue for Fiscal Year 2025–2026 continues to fluctuate as film activity continues throughout the year. These revenues demonstrate that the

film program generates sufficient funding to help support the cost of a full-time Film Liaison position while also providing additional administrative support to the Public Affairs Manager.

Action	Net Cost Increase/(Savings)
Add one (1) Film Liaison Position	$0, Offset by Film Permit Fees
Reclassify the Deputy Community Services Director to Customer Solutions Manager	($19,644)

Attachment:
Attachment No. 1 - Resolution No. 7989
Attachment No. 2 - Film Liaison - Job Description
Attachment No. 3 -Community Services & CMO Org. Chart

Attachment No. 1

RESOLUTION NO. 7989

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, TO ADD ONE (1) FULL-TIME FILM LIAISON POSITION AND RECLASSIFY ONE (1) DEPUTY COMMUNITY SERVICES DIRECTOR POSITION TO ONE (1) CUSTOMER SOLUTIONS MANAGER.

WHEREAS, the City of South Pasadena is committed to maintaining effective service delivery, operational efficiency, and responsive public service to the community; and

WHEREAS, the City currently coordinates film-related activities through a Film Liaison function which serves as the primary point of contact between film production companies, City departments, and the community; and

WHEREAS, the part-time Film Liaison has submitted a 30 day notice, and the City has determined that a full-time Film Liaison position is necessary to ensure continuity of film coordination services and to provide additional operational support to the Public Affairs Manager; and

WHEREAS, the City Council previously adopted Resolution No. 7984 establishing the Customer Solutions job classification series to support the implementation of the City's proposed Customer Success Center; and

WHEREAS, Human Resources conducted a review of service levels and operational needs and determined that the duties associated with the Deputy Community Services Director position can be reallocated to support the development and implementation of the Customer Success Center; and

WHEREAS, reclassifying the Deputy Community Services Director position to Customer Solutions Manager will allow the City to align staffing resources with organizational priorities and support the implementation of the Customer Success Center initiative.

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

SECTION 1. The addition of one (1) full-time Film Liaison is hereby adopted.

SECTION 2. The reclassification of one (1) Deputy Community Services Director position to one (1) Customer Solutions Manager is hereby adopted.

SECTION 3. The City Manager, or designee, is authorized to implement the new classifications and take all administrative actions necessary to carry out this Resolution.

PASSED, APPROVED AND ADOPTED on the 18th day of March 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. 7989 was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 18th of March 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Nikima S. Newsome, Chief City Clerk

City of
SOUTH PASADENA

CLASSIFICATION SPECIFICATION

TITLE: FILM LIAISON

PURPOSE: Under general direction of the Public Affairs Manager, the Film Liaison coordinates and administers the activity between the City of South Pasadena and film production companies; serves as the principal contact with the public regarding filing information and complaints; markets South Pasadena as a location for the film industry; provides support to the Public Affairs Manager, including assisting with public information efforts, community outreach, and media-related initiatives; and performs a variety of administrative, clerical, and program support duties.

EXAMPLES OF DUTIES:

The duties listed below are examples of the work typically performed by the employee in this position. The employee may not be assigned all duties listed and may be assigned duties which are not listed below.

- Plans, organizes, and coordinates the activities required for the issuing of film permits within the City of South Pasadena.
- Locates sources of information, devises forms to secure data, and determines proper format of the finished product; and acts as a resource to the public, City departments, and other agencies on the City's Film Policy.
- Serves as the liaison between production companies, City departments, such as the Community Development Department, Fire Department, Police Department, Public Works Department and City Manager's Office, as well as with the community, who may be involved in the various aspects of filming activities.
- Assists with the logistical needs of film companies; compiles various narrative and statistical reports and analyses; and assists in preparing and disseminating information to the public and City departments.
- Performs clerical and support tasks including typing, filing, and maintaining materials, arranging meetings and conferences, processing forms, records and reports, responding to inquiries, requests and complaints.
- Develops and create graphic materials, including but not limited to social media posts, flyers, brochures, short-form videos, website content, and other graphic materials.
- Supports and tracks progress of communication campaigns for various City Departments.
- Reviews and monitors content from City website and social media pages.
- Edits and proofreads communication materials including newsletters, press releases, and public statements.
- Photographs and take videos on behalf of the City as requested.

EMPLOYMENT STANDARDS

Training and Experience:

Any combination of training, education, and experience that demonstrates the ability to perform the essential duties of this position. A typical way to obtain the knowledge, skills and abilities would be to have:

- Four years of increasingly responsible public contact experience including resolving citizens complaints, preparing and maintaining administrative, financial, fiscal, statistical records and reports, and performing other administrative/clerical duties; or two years of experience working in the film industry.

- A Bachelor's degree from an accredited college or university with a major in Public Relations, Film/Media Studies, Journalism, Public Administration, or closely related field. Such education may be substituted for up to two (2) years of required experience.

Desirable Qualifications:

Experience coordinating activities for a public agency with film industries that include, but not limited to, film permit coordination and film production support or location management.

Knowledge of:

- Basic familiarity of public administration and local government, film industry, public relations and community outreach.
- Principles and practices of designing, marketing, advertising, civic engagement, and communications programs.
- Film permitting processes, production logistics, and location management.
- Customer service principles and conflict resolution techniques.
- Report writing.
- Modern office practices and procedures.
- Technical and financial record keeping.
- Proper English usage and grammar.

Ability to:

- Act as a resource to the public and City personnel; establish and maintain effective working relationships.
- Coordinate complex activities involving multiple internal and external stakeholders.
- Interpret and apply City policies, procedures, and permit requirements.
- Exercise sound judgement and professionalism when responding to public inquiries or media requests.
- Work effectively toward established organizational goals.
- Communicate effectively orally and in writing.

- Manage multiple tasks and personalities.
- Operate a computer and other standard office equipment
- Manage multiple priorities and deadlines.
- Maintain accurate records and documentation.

FLSA Status
Non-exempt.

HISTORY:

Established: MM.DD.YY
Approval/Adoption Date: MM.DD.YY

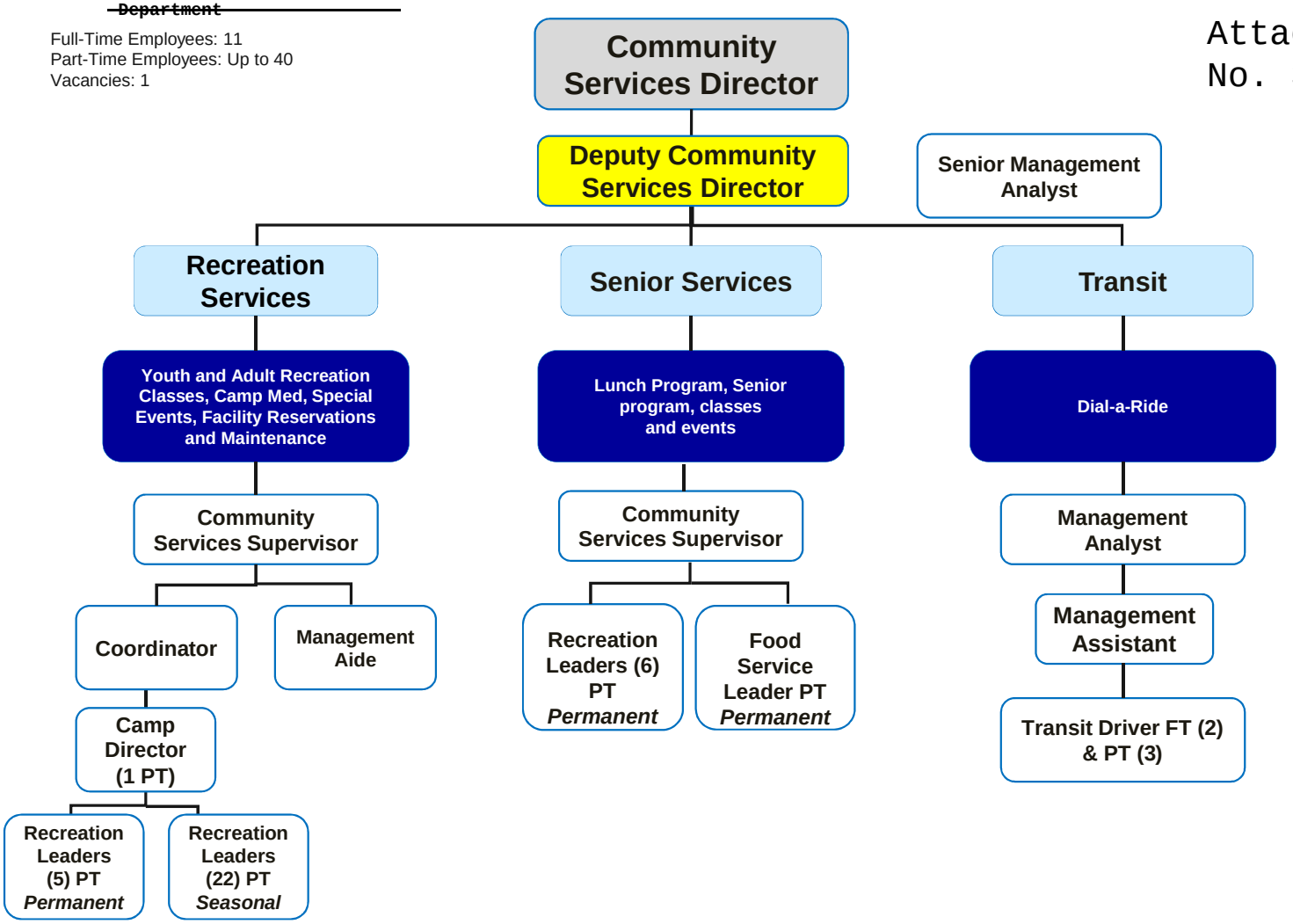
Salary Schedule:

	Step A	Step B	Step C	Step D	Step E
	5,422.00	5,693.00	5,978.00	6,277.00	6,591.00

Attachment
No. 3

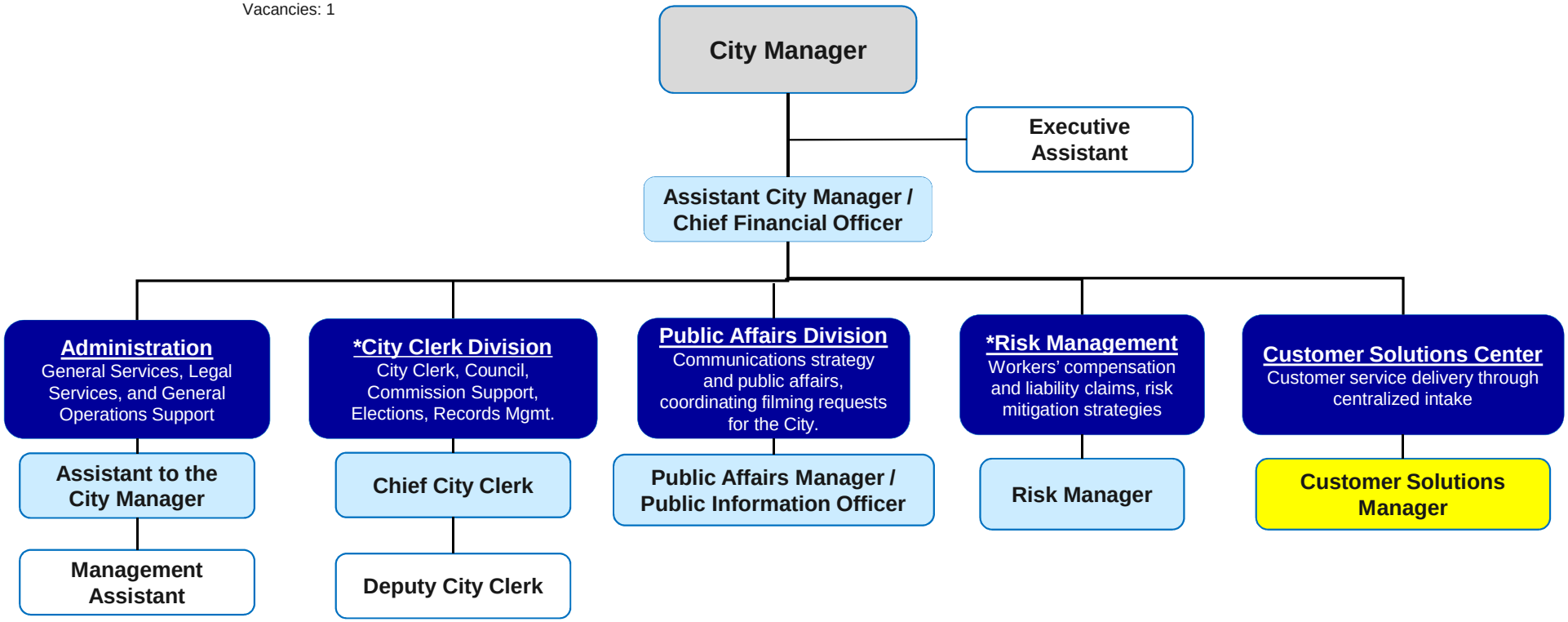
Community Services Department

Full-Time Employees: 11
Part-Time Employees: Up to 40
Vacancies: 1



City Manager's Office

Full-Time Employees: 8
Part-Time Employees: 0
Vacancies: 1



*City Clerk will be it's own Department effective FY 26-27 and Risk will reside under Human Resources.

City Council Agenda Report

ITEM NO. 18

DATE: March 18, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Alma Medina, Assistant to the City Manager

SUBJECT: **CONSIDERATION OF ADOPTION OF RESOLUTION NO. 7990 TO APPROVE ADDITIONAL CITY COUNCIL PRIORITIES**

Recommendation

It is recommended that the City Council adopt Resolution No. 7990, formally adopting the additional City Council priorities, as identified at the February 25, 2026, City Council Study Session.

Executive Summary

On February 25, 2026, the City Council held a Special Study Session to review the status of the City's existing priorities and discuss potential new priorities to guide the City's work program and Fiscal Year 2026-2027 budget development. The workshop included a review of departmental work plans, presentation of progress on previously adopted priorities, community survey results, and an exercise through which the City Council discussed their submitted priorities.

Through discussion and prioritization exercise, the City Council reached a consensus on three additional priority areas or goals to guide staff's future work plans and upcoming budget development. The three identified priorities are as follows:

1. Evaluation of community services programs using more consistent data and performance measures;
2. Additional traffic mitigation efforts and safety strategies; and
3. Development of an Urban Forest Management Plan.

The adoption Resolution No. 7990 would formalize the approval of these additional priories, and, in turn, provide clear direction to staff and allow these priorities to be incorporated into departmental work plans and respective budgets.

Background

The City Council periodically establishes goals and priorities to guide the City's policy direction, departmental work plans, and budget development. Establishing shared priorities helps ensure that staff resources and organizational efforts are aligned with the outcomes most important to the City Council and the community.

At the City Council meeting of February 19, 2025, the Council adopted the Fiscal Year (FY)

2025-2026 City Council Priorities. These priorities included the following focus areas: finance, infrastructure, housing, governance and operational efficiencies. In response to Council direction, the City Manager's Office developed a comprehensive City Council Scorecard, a tracking tool that aligns each priority with responsible departments, commissions, and target deadlines. The Scorecard serves as the foundation for internal accountability, interdepartmental coordination, and quarterly reporting to the City Council. This ongoing reporting process ensures that City Council and the public are regularly informed of the City's progress and allows staff to adjust strategies as needed to meet the established goals by year-end or as scheduled. If approved, the additional priorities will be added to the Scorecard and routinely reported on.

To help develop the upcoming budget and next phase of the City's work program, the City conducted a community survey in January 2026 to gather feedback regarding community priorities, funding preferences, and services valued by residents. The results of this survey, along with departmental work plans and Councilmember-submitted priorities, were presented to the City Council during the February 25, 2026, Special Study Session. During the study session, Council received a presentation of the status of existing Council priorities, departmental work plans, major accomplishments, and community survey results.

Analysis

The purpose of the study session was to provide City Council with an opportunity to align around a focused set of shared priorities that will guide staff work plans, budget preparation, and organizational efforts for the FY 2026–27 fiscal year. As part of the study session, Councilmembers reviewed the status of existing goals, discussed emerging community needs, and considered priorities submitted by individual Councilmembers. The workshop also included a prioritization exercise to help identify areas of consensus among Councilmembers.

Following discussion, the City Council reached consensus on three additional priority areas to be incorporated into the City's existing goals and priorities.

The first additional priority focuses on evaluating Community Services programs using more consistent data and performance measures. This effort is intended to strengthen the City's ability to assess program effectiveness, improve accountability, and support data-informed decision making related to community programming and services.

The second additional priority focuses on exploring additional traffic mitigation efforts and safety strategies. This priority reflects ongoing community concerns related to traffic safety and neighborhood traffic impacts and can include evaluation of strategies to improve roadway safety, traffic calming, and mobility throughout the City.

The third identified additional priority is the development of an Urban Forest Management Plan, with significant community outreach. An Urban Forest Management Plan would provide a comprehensive framework for the long-term management of the City's tree canopy, including maintenance strategies, planting goals, and policies that support environmental sustainability and climate resilience.

Adopting these additional priorities by resolution will formally incorporate them in the City Council's goals and priorities and provide clear policy direction to staff. This action will allow staff to incorporate these priorities into departmental work plans and to consider associated funding needs as part of the FY 2026–2027 budget development process and future resource

allocation decisions.

Fiscal Impact
There is no direct fiscal impact associated with the approval of this item. However, if approved, these priorities may require future budget allocations, and staff resources. Costs associated with the City Council priorities will be presented to City Council consideration as part of the regular budget adoption process.

Attachment:
Attachment No. 1-Proposed Resolution

Attachment No. 1

CITY OF SOUTH PASADENA
RESOLUTION NO. 7988

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING ADDITIONAL CITY COUNCIL PRIORITIES IDENTIFIED DURING FEBRUARY 25, 2026, SPECIAL CITY COUNCIL STUDY SESSION AND DIRECTING STAFF TO INCORPORATE THESE PRIORITIES INTO DEPARTMENTAL WORK PLANS AND FUTURE BUDGET DEVELOPMENT

WHEREAS, the City Council periodically establishes goals and priorities to guide the City's policy direction, organizational work program, and allocation of resources; and;

WHEREAS, on February 25, 2026, the City Council held a Special Study Session to review progress on the City's existing goals and priorities, review departmental work plans and community survey results, and discuss potential additional priorities to guide the City's work program; and

WHEREAS, during the Study Session the City Council engaged in a facilitated priority-setting exercise and discussed potential additional initiatives to address emerging community needs and policy objectives; and

WHEREAS, following discussion, the City Council reached consensus on several additional priority areas to be incorporated into the City's existing goals and priorities; and

WHEREAS, formally adopting these additional priorities will provide clear policy direction to staff and support alignment between the City Council's priorities, departmental work plans, and the development of the City's annual budget.

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

SECTION 1. The City Council hereby adopts the following additional City Council priorities identified during the February 25, 2026, Special Study Session:

1. Evaluation of Community Services Programs using consistent data and performance measures to improve program evaluation, accountability, and data-informed decision making
2. Exploration of Additional Traffic Mitigation Efforts and Safety Strategies to address traffic safety concerns, improve mobility, and enhance neighborhood quality of life.
3. Development of an Urban Forest Management Plan to guide the long-term maintenance, preservation, and expansion of the City's urban tree canopy and support environmental sustainability and climate resilience.

SECTION 2. City staff is directed to incorporate these priorities into departmental work plans and to evaluate potential funding strategies as part of the City's budget development process and future resource allocation decisions.

SECTION 3. City staff shall periodically report to the City Council regarding progress made toward the implementation of these priorities.

SECTION 4. The City Clerk shall certify the adoption of this Resolution.
PASSED, APPROVED AND ADOPTED on this 18th day of March 2026.

Sheila Rossi, Mayor

ATTEST:

Nikima S. Newsome, Chief City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the18th day of March, 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

_____

Nikima S. Newsome, Chief City Clerk

City Council Agenda Report

ITEM NO. 19

DATE: March 18, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Erika Ramirez, Community Development Director
Roxanne Diaz, City Attorney

SUBJECT: **DISCUSSION AND DIRECTION REGARDING DRAFT ZONING CODE AMENDMENTS RELATED TO COMMUNITY MEETING REQUIREMENTS AND CONDITIONAL USE PERMIT REVIEW AUTHORITY FOR ALCOHOLIC BEVERAGE SALES AND LIVE ENTERTAINMENT USES**

Recommendation

It is recommended that the City Council:

a. Receive and discuss the draft ordinance amending Chapter 36 (Zoning) of the South Pasadena Municipal Code related to community meeting requirements and Conditional Use Permit (CUP) review authority for alcoholic beverage sales and live entertainment;
b. Provide policy direction regarding the structure and requirements for community meetings, including notification radius, meeting format, and applicability;
c. Provide policy direction regarding whether Conditional Use Permits involving alcoholic beverage sales should be reviewed and approved by the City Council rather than the Planning Commission;
d. Provide direction regarding whether Conditional Use Permits involving live entertainment uses should be reviewed and approved by the City Council rather than the Planning Commission; and
e. Direct staff to return with a finalized ordinance incorporating City Council direction.

Executive Summary

Staff has prepared draft ordinance language (Attachment 1 and Attachment 2) amending portions of Chapter 36 (Zoning) of the South Pasadena Municipal Code (SPMC) to address two related policy objectives: (1) strengthening early community engagement through required community meetings for certain land use applications, and (2) modifying the review authority for Conditional Use Permits involving alcoholic beverage sales as well as Conditional Use Permits involving live entertainment uses.

The proposed amendments set forth in Attachment 1 would establish a requirement that applicants conduct a community meeting prior to submitting a formal application as well as prior to the scheduling of a public hearing for certain discretionary applications, including Conditional Use Permits and variances, as well as applications for legislative changes, such as zoning code amendments or a general plan amendment associated with a development project. In addition, a community meeting would also be required prior to a decision being rendered by the Director for certain administrative applications, including Administrative Use

Permits. The intent of this requirement is to provide nearby residents and stakeholders with an opportunity to learn about proposed projects, ask questions, and provide feedback early in the development review process.

The draft ordinance set forth in Attachment 2 also proposes that Conditional Use Permits involving alcoholic beverage sales or live entertainment be reviewed and decided by the City Council following a recommendation by the Planning Commission.

Accordingly, this agenda item is intended to obtain City Council direction on several policy considerations prior to preparing a final ordinance for adoption.

Background

Many cities have adopted additional public engagement tools to enhance the development review process. One common approach is requiring community meetings early in the process, which allows project applicants to present proposals to nearby residents and receive feedback before the project advances through the review and approval process.

The City's Zoning Code establishes procedures for reviewing discretionary planning applications such as Conditional Use Permits (CUPs), which allow certain land uses that may be appropriate within a zoning district when evaluated on a case-by-case basis. CUPs are typically required for uses that may have operational characteristics or potential impacts that warrant additional review and conditions of approval.

Currently, Conditional Use Permits are reviewed and approved by the Planning Commission following a public hearing. Alcohol-related uses, such as restaurants, breweries, wine bars or establishments selling beer, wine, or distilled spirits, are processed through this existing process.

The draft ordinance language presented for discussion would implement community meeting requirements for certain planning applications and modify review authority for Conditional Use Permits involving alcoholic beverage sales and live entertainment uses. The ordinance also includes related technical amendments to zoning procedures and definitions.

Analysis

The proposed Zoning Code amendments are intended to:

- Encourage early community engagement in the development review process
- Increase transparency regarding proposed development projects
- Provide an opportunity for applicants to address concerns before an application is submitted as well as prior to a decision on the requested application
- Ensure that certain land uses with potential neighborhood impacts receive appropriate policy-level review

The draft ordinances address three primary components:

1. Community Meeting Requirements
2. Conditional Use Permit Review Authority for Alcoholic Beverage Sales
3. Conditional Use Permit Review Authority for Live Entertainment Uses

<u>Community Meeting Requirement</u>

The draft ordinance (Attachment 1) would require applicants to conduct a community meeting prior to the formal submittal of a planning application. If a planning application is subsequently

submitted, a community meeting prior to the public hearing or prior to the administrative review and decision of the application for certain planning applications, would be required. In sum, community meetings would be required for applications for the construction of new commercial/industrial, multi-family (3 units or more), mixed-use buildings or applications that establish new uses that require a Conditional Use or Administrative Use Permit. Other complex planning applications, such as rezoning actions or a Planned Development are also among the list. Community meetings would not be required for one or two residential developments or expansions of a single-family home. With regard to multi-family or mixed-use projects where State law requires ministerial review or the City's review authority is limited, the Director will have discretion to require one community meeting or no meeting, if the holding of such a meeting would violate State housing laws.

The purpose of the community meeting is for the applicant to:

- Present conceptual project plans
- Provide information about the proposed project
- Answer questions from community members
- Receive feedback and consider modifications prior to submitting the application for the City's review and decision

Community meetings would be in addition to, and not a replacement for, formal public hearings required by the Zoning Code.

Planning staff would attend the meeting and summarize community feedback in the staff report prepared for the Planning Commission or City Council. Community meeting minutes would become part of the file.

Policy Questions:

1. Number of meetings- The draft framework contemplates that applicants would host at least two community meetings. This approach allows for early discussion of concept ideas and later discussion once project details are refined.
    a. One prior to application submittal
    b. One after application submittal but prior to action by the review authority

Should the City require two meetings for all applicable projects, or should the requirement be limited to one meeting for projects that are solely use related and do not involve construction?

Should the second meeting have a more concrete date such as within 30 days from when an application is deemed complete?

2. Notification Radius- The draft proposes notifying property owners and occupants within a 500-foot radius of the project site, which can be extended to end of blocks. It should be noted that the required public hearing notification radius is 300 feet.

Is 500 feet the appropriate notification radius, or should a larger radius such as 1,000 feet be considered?

3. Meeting format- In person and livestreamed meetings are included in the proposed language to allow virtual participation.

Should community meetings be required to be hybrid (in-person and virtual)?

Should fully virtual meetings be allowed under certain circumstances?

Conditional Use Permits for Alcohol Beverage Sales

The draft ordinance (Attachment 2) also proposes modifying the review authority for Conditional Use Permits involving alcoholic beverage sales. The proposed ordinance establishes that the Planning Commission would conduct a public hearing and make a recommendation, and the City Council would conduct a public hearing and make the final decision.

This approach would allow the City Council to evaluate potential neighborhood and policy impacts associated with alcohol-serving establishments while still receiving input from the Planning Commission.

The ordinance also updates terminology to consistently use the term "Alcoholic Beverage Sales."

Policy Question:

1. Alcohol Related Uses- Alcohol licenses are issued by the California Department of Alcoholic Beverage Control (ABC) for various types, including, but not limited to:
   a. Restaurants serving beer and wine
   b. Restaurants serving full alcohol
   c. Bars or taverns
   d. Beer Pub
   e. Beer Manufactures
   f. Sales in association with music venues

Should Conditional Use Permits involving all types of alcohol sales require City Council approval, or should City Council review be limited to certain types of establishments?

Conditional Use Permits for Live Entertainment Uses

Some cities require additional review for establishments proposing live entertainment, particularly where alcohol service is involved. Currently, live entertainment uses is a conditionally permitted use in the DTSP (both MUC and FOC zones). If live entertainment is an accessory use to a primary use, such as a soloist at a restaurant (the restaurant being the primary use), an administrative use permit issued by the Director is required. Staff is not recommending that the administrative use permit process be changed.

Policy Question:

1. Live entertainment uses- Live entertainment uses may involve operational considerations such as noise, parking, crowd management, hours of operation, etc.

Should Conditional Use Permits involving live entertainment require City Council approval?

Should the Administrative Use Permit process for live entertainment when it is accessory to a primary use be changed to require a Conditional Use Permit and require City Council approval?

The proposed Zoning Code amendments are intended to strengthen early community engagement and ensure that certain land uses with potential neighborhood impacts receive appropriate public review.

Before returning with a final ordinance for adoption, staff seeks City Council direction regarding:

- Notification radius for community meetings
- Number of community meetings required
- Meeting format (in-person, hybrid, or virtual)
- Applicability of the community meeting requirement
- Whether all types of alcohol-related CUPs should be reviewed by City Council
- Whether CUPs for live entertainment should be reviewed by City Council

Following City Council direction, staff will initiate an ordinance for formal consideration. Because such a change is an amendment to the Zoning Code, the ordinance will be required to go before the Planning Commission for a public hearing and recommendation before it comes to the City Council for review.

Fiscal Impact

Applicants would be responsible for costs associated with community meetings, including notification mailings, venue rental, and preparation of materials.

Implementation of community meeting requirements would require planning staff to attend evening meetings for most projects. This would result in an increase in the Community Development Department's overtime budget.

Key Performance Indicators and Strategic Plan

6e. Public Engagement – Enhances the opportunity for public engagement in the development process.

Attachment:

Attachment No. 1- Draft Comm Mtg Ordinance

Attachment No. 2 - Draft Ordinance Re CUP and Live Entertainment

36.400.035 Required Community Meetings

A. Purpose. The holding of a community meeting is intended for an applicant seeking certain Zoning Code approvals to meet with neighbors and community members early in the development review process to present conceptual plans, provide information regarding the proposed project, and receive feedback and address the public's concerns prior to an action of the Review Authority. Required community meetings provide residents located within the required notification radius with an opportunity to actively participate in the City's development review process for zoning approvals, amendments (e.g., General Plan, Zoning Code, Zoning Map, and Specific Plan), and other matters pertaining to the Zoning Code.

B. Applicability. The following applications are subject to community meetings:

1. Administrative Use Permits
2. Conditional Use Permits
3. Design Review for new commercial, industrial, multi-family, or mixed-use projects
4. Hillside Permits for new commercial, industrial, multi-family, or mixed-use projects
5. General Plan Amendments
6. Planned Development Permits
7. Specific Plans
8. Variances
9. Valet Parking Permits
10. Zoning Code Amendments
11. Zoning Map Amendments
12. Any project deemed to have extraordinary or exceptional factors as determined by the Community Development Director

C. Number of meetings. The applicant is required to host a minimum of two community meetings, one prior to application submittal and one after application submittal but prior to action of Review Authority, to provide information and receive feedback about the proposed project. Additional meetings may be required by the Community Development Director ("Director").

D. Scheduling. The applicant shall work with an assigned City planner ("Planner") to ensure community meetings do not conflict with City Council meetings, Planning Commission meetings, or other important City functions. A community meeting as described herein, is separate and apart from any other outreach meeting(s) the applicant may conduct at their discretion, and any required public hearing. Community meetings should be scheduled during non-business hours

and at reasonable times to allow attendees who work during the day an opportunity to attend.

E. Location. The applicant shall hold the community meeting within the City either at or as close to the subject site as is practical to minimize the distance that attendees need to travel to participate but not more than 500 feet from the subject site and shall also livestream the meeting, providing the public with an opportunity to attend virtually or via teleconference and provide comments. Prior to setting the location for each community meeting the applicant shall submit the proposed community meeting location to the Planner for consideration and approval.

F. Notification. The applicant shall be responsible for notification to occupants and property owners within a minimum 500-foot radius of the subject site.

1. The radius map shall be prepared to scale and include the following:
    i. All properties within a 500-foot radius from the exterior boundaries of the subject property. When the radius cuts mid-block, the City may require the applicant to extend the boundary to the end of the block beyond the 500-foot radius. The applicant shall consult with the Planner prior to producing a map to determine if the boundary is required to be extended to the end of the block.
    ii. All streets, street names, lot lines, and house numbers.
    iii. The subject site location identified and crosshatch or shaded.
    iv. A 500-foot radius from the exterior boundaries of the subject site and any required extended boundaries. All properties touching the radius line shall be identified and included in the mailing list.
    v. A north arrow, scale bar and South Pasadena boundary.

2. The following copies of the radius map shall be submitted to the City: three (3) legible size map, one (1) 8 ½ x 11 size map and an electronic PDF copy of the map.

3. The notification shall be submitted to the Planner for review and approval prior to being mailed. The applicant shall mail the notification a minimum of 14 days prior to the scheduled community meeting. The applicant shall provide the Planning Division with an Affidavit of Mailing and all notification costs shall be the responsibility of the applicant.

4. The notification shall include the following minimum information:

i. The date, time, and location of the community meeting and a link for the public to attend online.
ii. The project location (with a map), the requested planning approvals, a comprehensive project description to include as much information about the project as possible to inform attendees of what is being proposed.
iii. Contact information including mailing address, phone number, and email information for the applicant and representatives.

G. Structure. The Applicant hosted and facilitated community meeting shall follow the structure and include the material as outlined below:

1. The meeting shall be held both in person and online, with the ability for all attendees to ask questions and receive responses.
2. A sign-in sheet which shall include name, address, phone number, and email address of each attendee shall be provided.
3. Applicant shall give an overview of the project and present plans (i.e., floor plans, site plans, elevations, renderings, etc.) and results of any preliminary environmental studies as applicable.
4. Applicant shall answer questions about the project from attendees, including questions regarding the requested approvals and operational details.
5. Applicant shall consider project changes in response to comments.
6. Applicant shall keep meeting minutes that include bullet points of all concerns, comments, questions raised, and responses provided.
7. Applicant shall provide the sign-in sheet, bullet point minutes, and applicant presentation to the Planner within three business days following the community meeting.

H. City Attendance and Reporting.

1. City staff shall be present at the community meeting (in person or virtually) to observe, collect information, and provide answers during the meeting as needed, related to the General Plan, and applicable codes and ordinances of the City.

2. The Planner shall include a summary of the community meeting, meeting minutes and information of the Applicant's response to community concerns, comments and/or questions from each community meeting into the written report to the Planning Commission and/or the City Council related to the project.

I. Exceptions.

1. The Director shall have discretion to not require a community meeting or require only one community meeting if the holding of such a meeting would violate State law, including State housing laws, or would be contrary to the provisions of the City's adopted Housing Element.

2. The Director shall have discretion to adjust the community meeting requirements in the following circumstances: (a) if it is not practical or feasible to hold the community meeting at the subject site, the Director may approve an alternative location; (b) if it is not feasible to hold a community meeting both in person and online, the Director can require the applicant to hold a community meeting in only one format as determined by the Director.

DRAFT ORDINANCE FOR DISCUSSION

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING TITLE 36 (ZONING) OF THE SOUTH PASADENA MUNICIPAL CODE RELATED TO CONDITIONAL USE PERMIT REQUIREMENTS FOR ALCOHOLIC BEVERAGE SALES AND LI REQUIRING COMMUNITY MEETINGS FOR ANY LAND USE THAT REQUIRES A CONDITIONAL USE PERMIT AND ANY REZONING OF LAND, AND MAKING TECHNICAL AMENDMENTS RELATED TO SAME

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

SECTION 1. Paragraph B (DTSP District) of Section 36.240.030 (Special Purpose District Land Uses and Permit Requirements) of Division 36.240 (Special Purpose Zoning Districts) of Article 2 (Zoning Districts, Allowable Land Uses, and Zone-Specific Standards) of Chapter 36 (Zoning) is hereby amended to read as follows:

"B. DTSP District. Land uses in the DTSP zoning district are as permitted in the Downtown Specific Plan. As set forth in Table C3.1., live entertainment requires a conditional use permit. The review authority for the conditional use permit is set forth in Table 4-1."

SECTION 2. The title of Section 36.350.040 (Alcoholic Beverage Establishments) of Division 36.350 (Standards for Specific Land Uses) of Article 3 (Site Planning and General Development Standards) of Chapter 36 (Zoning) is hereby amended to read as "Alcoholic Beverage Sales."

SECTION 3. Paragraph B (Permit requirement) of Section 36.350.040 (Alcoholic Beverage Sales) of Division 36.350 (Standards for Specific Land Uses) of Article 3 (Site Planning and General Development Standards) of Chapter 36 (Zoning) is hereby amended to read as follows:

"B. Permit requirement. Establishments offering the retail sale of alcoholic beverages require a Conditional Use Permit approval in compliance with Section 36.410.060. "

SECTION 4. Table 4-1 entitled "Review Authority" set forth in Section 36.400.020 (Authority for Land Use and Zoning Decisions) of Division 36.400 (Application Filing and Processing) of Article 4 (Zoning Approval Procedures) of Chapter 36 (Zoning) is hereby amended to add a new row for "Conditional Use Permit - Alcoholic Beverage Sales" in alphabetical order to read as follows:

Type of Decision	Procedure is in Section:	Role of Review Authority (1)			
		Director	PC Chair (2)	Planning Commission	City Council
Conditional Use Permit Alcoholic Beverage Sales	36.410.060 36.350.040			Recommend	Decision
Conditional Use Permit Live Entertainment	XXX			Recommend	Decision

SECTION 5. Paragraph C (Application filing and processing) of Section 36.410.060 (Conditional Use Permits and Administrative Use Permits) of Division 36.410 (Zoning Approvals or Disapprovals) of Article 4 (Zoning Approval Procedures) of Chapter 36 (Zoning) is hereby amended to read as follows:

"C. An application for a Conditional Use Permit or Administrative Use Permit shall be filed and processed in compliance with Division 36.400 (Application Filing and Processing). A community meeting may be required in conjunction with certain land uses as set forth in Section 36.XXX.XX."

SECTION 6. Paragraph D (Review authority) of Section 36.410.060 (Conditional Use Permits and Administrative Use Permits) of Division 36.410 (Zoning Approvals or Disapprovals) of Article 4 (Zoning Approval Procedures) of Chapter 36 (Zoning) is hereby amended to read as follows:

"D. Review authority.

1. Planning Commission. The Commission is the review authority for any application for a Conditional Use Permit for any use listed in Article 2 (Zoning Districts, Allowable Land Uses, and Zone-Specific Standards) as requiring a Conditional Use Permit, except as otherwise provided herein With respect to an application for a Conditional Use Permit for Alcoholic Beverage Sales or Live Entertainment, the Commission shall hold a public hearing and provide a recommendation by resolution to the City Council, including any proposed conditions of approval if applicable.

2. City Council. The City Council is the review authority for any application for a Conditional Use Permit for Alcoholic Beverage Sales (See, 36.350.040) and Live Entertainment (See, 36.XXX.XX) Upon receipt of the recommendation from the Commission, the City Council shall hold a public hearing and the decision of the City Council shall be final.

3. Director. The Director is the review authority for any application for an Administrative Use Permit for any use listed in Article 2 as requiring an Administrative Use Permit. The Director may choose to instead refer the matter to the Commission for review, hearing, and decision.

SECTION 7. Paragraph E (Project review, notice and hearing) of Section 36.410.060 (Conditional Use Permits and Administrative Use Permits) of Division 36.410 (Zoning Approvals or Disapprovals) of Article 4 (Zoning Approval Procedures) of Chapter 36 (Zoning) is hereby amended to read as follows:

"E. Project review, notice, and hearing.

1. Project review. Each application shall be analyzed by the Director to ensure that the application is consistent with the purpose and intent of this section. The Director shall submit a staff report and recommendation on Conditional Use Permit applications to the Commission or City Council for their consideration.

2. Concurrent review. An Administrative Use Permit for a project that requires Commission review and discretionary approval requiring a public hearing shall be considered by the Commission concurrently with the discretionary zoning approval.

3. Notice and hearing.

a. Conditional Use Permits. The Commission or City Council shall conduct a public hearing in compliance with Division 36.630 (Public Hearings) on an application for a Conditional Use Permit. Notice of the public hearing shall be provided in compliance with Division 36.630.

b. Administrative Use Permits. A public hearing shall not be required for the approval of an Administrative Use Permit if the Director follows the procedure in this subsection and receives no request for a public hearing. If a public hearing is requested, the Director shall conduct a public hearing and provide notice of the public hearing in compliance with Division 36.630 (Public Hearings).

(1) Posted Notice Required. Public notice of a requested Administrative Use Permit shall be provided by posting at the project site of the requested Administrative Use Permit, with a minimum 11-inch by 17-inch legal notice, containing the information required by the Director. The notice shall be continuously posted for 10 days before the Director's action. The applicant shall be responsible for posting the notice, ensuring the notice will be on the project site for all 10 days, and shall provide a photograph of the posting with a signed declaration under penalty of perjury confirming posting of the notice to the Director.

(2) Notice distribution. A notice shall be mailed or delivered, at least 10 days before the Director's scheduled action date, through the United States mail with postage prepaid, to:

i. The owners of the property being considered or the owner's agent, and the applicants;

ii. Each local agency expected to provide water, sanitation, utility, or other essential facilities or services to the project, whose ability to provide the facilities and services may be significantly affected;

iii. All owners of real property as shown on the County's latest equalized assessment roll and all legal occupants located within a 300-foot radius of the subject parcel. The 300-foot radius shall be measured from the exterior boundaries of the subject parcel to the exterior boundaries of neighboring parcels within the 300-foot radius, without reference to structures existing on the parcels.

iv. Any person who has filed a written request for notice with the Director.

(3) Notice to property owners. All required notices shall be provided at the sole cost of the applicant subject to the City Council's approved fee schedule. The above-referenced notice shall containing the following:

i. Application information. The name of the applicant; the City's file number assigned to the application; a general explanation of the matter to be considered; a general description, in text and/or by diagram, of the location of the property that is the subject of the notice;

ii. Action. A brief description of the action to be taken by the Director, the date of the scheduled action, and information for method of requesting a public hearing prior to the scheduled action date. The notice shall state that the Director will take action on the requested Administrative Use Permit if no public hearing request is received from the applicant or the property owner within 10 calendar days from the postage date on the notice. The notice shall include the phone number and street address of the Department where an interested person could call or visit to obtain additional information;

iii. Environmental Review. A statement explaining compliance with California Environmental Quality Act."

SECTION 8. Paragraph F (Findings and decision) of Section 36.410.060 (Conditional Use Permits and Administrative Use Permits) of Division 36.410 (Zoning Approvals or Disapprovals) of Article 4 (Zoning Approval Procedures) of Chapter 36 (Zoning) is hereby amended to read as follows:

"F. Findings and decision. The Commission, City Council or Director, as applicable, may approve, conditionally approve, or disapprove an application for a Conditional Use Permit or Administrative Use Permit, and shall record the decision and the findings upon which the decision is based. The review authority may approve the permit only after first making all of the following findings, and any additional findings

required for the approval of specific land uses by Division 36.350 (Standards for Specific Land Uses).

1. The proposed use is allowed with Conditional Use Permit or Administrative Use Permit approval within the applicable zoning district and complies with all applicable provisions of this Zoning Code;

2. The proposed use is consistent with the General Plan and any applicable specific plan;

3. The establishment, maintenance, or operation of the use would not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use;

4. The use, as described and conditionally approved, would not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City;

5. The subject site is adequate in terms of size, shape, topography, and circumstances and has sufficient access to streets and highways which are adequate in width and pavement type to carry the quantity and quality of traffic expected to be generated by the proposed use; and

6. The design, location, operating characteristics, and size of the proposed use would be compatible with the existing and future land uses in the vicinity, in terms of aesthetics, character, scale, impacts on neighboring properties."

SECTION 9. A new paragraph H entitled "Revocation or Modification" shall be added to Section 36.410.060 (Conditional Use Permits and Administrative Use Permits) of Division 36.410 (Zoning Approvals or Disapprovals) of Article 4 (Zoning Approval Procedures) of Chapter 36 (Zoning) to read as follows:

"H. Revocation or Modification. A conditional use permit may be revoked or modified in the manner set forth in Section 36.640.070 of this Code."

SECTION 10. The definition of "Alcoholic Beverage Sales" as set forth in Section 36.700.020 (Definitions of Specializes Terms and Phrases) of Division 36.700 (Definitions/Glossary) of Standards for Specific Land Uses) of Article 7 (Definitions) of Chapter 36 (Zoning) is hereby amended to read as follows:

"Alcoholic Beverage Sales. Establishments offering the retail sale of beer, wine, and/or other alcoholic beverages for on- or off-premise consumption and which require a license from the California Department of Alcoholic Beverage Control."

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

PASSED, APPROVED AND ADOPTED on this _____day of _____, 2026.

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Sheila Rossi, Mayor

ATTEST:

_____
Nikima Newsome, Chief City Clerk

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

City Council Agenda Report

ITEM NO. 20

DATE: March 18, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Derek Elmore, Chief of Police
Roxanne Diaz, City Attorney
Davit Ghazaryan, Management Analyst
Andrew DuBois, Police Sergeant

SUBJECT: **CONSIDERATION TO DISCUSS AN UPDATED INFORMATIONAL REPORT ON THE CITY'S CONTRACTS WITH FLOCK GROUP INC., FOR THE AUTOMATED LICENSE PLATE READER (ALPR) SYSTEM, THE SOUTH PASADENA POLICE DEPARTMENT'S UPDATED ALPR POLICY AND PROVIDE DIRECTION REGARDING CONTRACT OPTIONS FOR THE ALPR SYSTEM**

Recommendation

It is recommended that the City Council review and discuss this updated informational report on the City's contracts with Flock Group Inc. dba Flock Safety and provide direction on next steps in relation to the Automated License Plate Reader system program and City's contracts with Flock Safety.

Executive Summary

At the February 18, 2026, City Council meeting, the City Council received a presentation and report regarding the South Pasadena Police Department's (SPPD) use of the Flock Safety Automated License Plate Reader (ALPR) system. Concerns were brought forward regarding the Flock ALPR system related to data retention, data sharing and the aggregation of data.

Staff was directed to review these issues as well as the contract and provide an update to the City Council. The report is to inform the Council about the exact expiration dates for both Flock Safety contracts (the 2022 and 2024 agreements), provide an update regarding UASI 2021 grant funds that were used to lease the ALPR equipment in relation to the 2024 agreements, provide contract termination projections for both contracts and present SPPD's newly updated ALPR policy for City Council's review.

Background

Beginning in 2013, SPPD implemented mobile, or vehicle mounted ALPR technology. In support of expanding this capability, the City's Adopted Budget for Fiscal Year 2022 -23 included a $30,000 appropriation to implement and fully migrate to a stationary ALPR system. In November 2022, the Police Department partnered with Flock Safety as part of a regional initiative to enhance crime prevention through strategic technology investments utilizing the Department's General Funds.

On November 16, 2022, the City Council approved a two-year agreement with Flock Safety for the installation of 13 stationary ALPR cameras. To fund the first year's installation and operational expenses of $30,000, an additional $ 9,550 was appropriated from the City's General Funds to the Police Department's Contract Services account to cover the full cost of installation and annual operations.

On February 14, 2024, the Urban Area Security Initiative (UASI) 2021 grant enabled the Police Department to expand its ALPR network by adding 14 cameras to the existing system, raising the total to 27 cameras. UASI is a reimbursement-based grant and there is a multiyear lag between grant approval and the actual disbursement of funds. Following the grant award, in which Flock Safety was designated as a pre-approved sole- source vendor, the Department efficiently implemented the expansion to further enhance its public safety and investigative capabilities.

Analysis

The City has 27 ALPR fixed cameras strategically placed at key ingress and egress points throughout the City. The ALPR cameras continuously scan and record images of vehicle license plates, including the license plate number, images of vehicles and its characteristics (i.e. color and make), along with the date, time, and GPS location when a vehicle drives through the area where the fixed ALPR camera is located. The vehicle license plate number is automatically cross-referenced with law enforcement databases and the Department of Motor Vehicles. This enables the identification of vehicles that may be stolen or associated with criminal investigations or missing person alerts The ALPR cameras are designed to capture still images of vehicles, meaning that the cameras cannot and do not follow the vehicle as it travels through the City, unless of course the vehicle passes through the area where another fixed ALPR camera is located.

The City of South Pasadena is a subrecipient of the UASI grant through the mayor's office of the City of Los Angeles. In advance of Staff's presentation of the ALPR program on the July 16, 2025, City Council meeting, staff contacted the City's UASI representatives to verify whether the funds used to lease the ALPR equipment in 2024 would need to be repaid if the contract with Flock is terminated and the equipment is returned to Flock. The grant specialists at the City of Los Angeles mayor's office stated that the funds would need to be repaid, however they requested that we contact them if an actual decision regarding termination was to be made. According to the representatives, repayment was dependent on the specific case, the reasons for returning the equipment and they stated this would mark the first time that a subrecipient would be returning equipment purchased or leased with UASI funds.

On February 18, 2026, City Council meeting, the Council directed staff to confirm the grant repayment provisions with the UASI representatives. Accordingly, the City had a virtual meeting with the UASI grant specialists on March 3, 2026. The representatives stated that no UASI funds would need to be returned in this case because the equipment was leased and the grant performance period was fulfilled. Therefore, if the City decided to terminate its second contract with Flock and return the 14 additional ALPR cameras leased in 2024, the grant funds did not need to be repaid. This contract was initially set to auto-renew on 03/19/2026 for 24 months but staff was able to have Flock hold off on processing the renewal and was granted an informal extension of 30 days to seek directions from the Council.

Thus, if the City chooses to terminate its 2024 contract with Flock and notifies the company by 04/19/2026, it will only need to pay the camera removal/termination of convenience fee which

is $500 per camera and totals $7,000.00 for this contract.
Per the City Manager's suggestion and the City Council's directive, staff was instructed to explore other ALPR providers within the next 6 months and present suggestions in relation to the possibility of incorporating a hybrid model (keeping Flock Safety and adding another ALPR vendor) and present potential alternative vendors on the City Council meeting of August 19, 2026. In the meantime, staff was requested to present options regarding potential termination fees in association with both Flock contracts.

Option A:

- The City would cancel the second contract for 14 cameras, due to expire on 03/19/2026, without having to renew it and pay $7,000 for the removal of cameras

- The City would continue with the first contract for 13 cameras for the next 5 months, while exploring potential vendors and researching the feasibility of incorporating a hybrid ALPR system consisting of two ALPR vendors

Costs:
- $7,000 – Camera Removal Fee – 14 cameras
- $39,000 – Annual Contract Payment – 13 cameras (to be invoiced in April, 2026)

Option B:

- The City would keep the original 2022 contract of 13 cameras for 1 year

- The City would keep the second 2024 contract of 14 cameras for the next 5 months, while exploring and vetting alternative ALPR providers

Costs:
- $39,000 – Annual Contract Payment – 13 cameras (to be invoiced in April, 2026)
- $42,000 - Annual Contract Payment – 14 cameras (to be invoiced in March, 2026)

Option C:

- The City would cancel both contracts and not have an ALPR system for the next 5 months while SPPD is conducting research and is able to provide a list of potential alternative vendors

Costs:
- $6,500 – Camera Removal Fee – 13 cameras
- $7,000 – Camera Removal Fee – 14 cameras

Updated ALPR Policy

Per the City Council's directive from the February 18, 2026, meeting, SPPD has updated its ALPR Policy (Attachment No. 1). The updated ALPR Policy reflects current SPPD practice as well as updates the policy to reflect the guidance of the Attorney General as well as compliance with Senate Bill 54, which prohibits law enforcement from using their resources for immigration enforcement. New provisions have been added regarding prohibited uses of the ALPR System as well as detailed safeguards with respect to the use of the ALPR System, including annual training and monthly audits. Last, a new procedure has been included with

respect to sharing ALPR data with other California law enforcement agencies including the requirement of a data sharing agreement.

Fiscal Impact
After reviewing both contracts and as confirmed with Flock Safety, staff verified that both contracts contain identical provisions concerning early termination and reimbursement for unused service periods.

Currently, the 2022 contract is set to be renewed for another 2-year period on 03/30/2027, with an annual contract cost of $39,000.

The 2024 contract is set to be renewed on 04/19/2026, unless canceled by the City, with an annual contract cost of $42,000 annually.

If the City chooses to cancel either of the contracts during the contract term, Flock will provide a pro-rated reimbursement unused service and the City will be responsible for a removal fee of $500 per camera. Please see Attachment No. 2 for a more detailed breakdown of potential termination costs.

Attachment:
Attachment No 1 - Updated South Pasadena Police Department Police 429 Automated License Plate Reader ALPR System
Attachment No. 2 - Termination Costs

Updated South Pasadena Police Department Policy 429: Automated License Plate Reader (ALPR) System(s)

429.1 PURPOSE AND SCOPE

This policy provides guidance for capturing, storing, and using digital data obtained through the use of Automated License Plate Recognition (ALPR) Systems. ALPR technology supports public safety by identifying stolen vehicles, wanted persons, and missing individuals, and assisting criminal investigations. The South Pasadena Police Department (SPPD) is committed to protecting privacy and civil liberties and ensuring compliance with SB 34 (Civil Code § 1798.90.5 et seq.) and SB 54 (Government Code § 7284 et seq.).

429.2 DEFINITIONS

“ALPR Administrator” means a sworn officer of the South Pasadena Police Department that is designated by the Chief of Police as set forth in Section 429.3.1. The ALPR Administrator is responsible for the implementation of this Policy.

“ALPR Data” or “Data” means the data gathered through the use of an ALPR System. Data includes the recorded images. All ALPR Data collected within South Pasadena is the exclusive property of the City of South Pasadena.

“ALPR System” means a searchable computerized database resulting from the operation of one or more fixed cameras, combined with computer algorithms, to record, read and convert images of vehicle license plates and the characters they contain into computer-readable data. The cameras do not record any sound.

429.3 ADMINISTRATION

The ALPR System enables automated detection of license plates. The SPPD uses the ALPR System to convert vehicle license plate data for official law enforcement purposes. ALPR System equipment installation, maintenance, ALPR Data retention, and access is managed by the assigned ALPR Administrator. The ALPR Administrator may assign members under his or her command to administer the day-to-day operation of the ALPR System, who shall oversees daily operations of the ALPR System, including the Data.

429.3.1 ALPR ADMINISTRATOR

The Chief of Police will designate and assign a sworn officer of the SPPD , who has the minimum rank of Sergeant, to serve as the ALPR Administrator. The ALPR Administrator is responsible for the implementation of this Policy, including monitoring the ALPR System(s) for compliance with State and Federal laws. The ALPR Administrator is authorized to assign members under his or her command to administer the day-to-day operation of the ALPR System.

The ALPR Administrator shall be responsible for developing guidelines and procedures to comply with the requirements of State and Federal laws and Civil Code § 1798.90.5 et seq. This includes but is not limited to Civil Code § 1798.90.51 and Civil Code § 1798.90.53.

a. A description of the job title or other designation of the members and independent contractors who are authorized to use or access the ALPR system or to collect ALPR information.
b. Training requirements for authorized users.
c. A description of how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.
d. Procedures for system operators to maintain records of access in compliance with Civil Code § 1798.90.52.
e. The title and name of the current designee in overseeing the ALPR operation.
f. Working with the ALPR vendor(s) and the Custodian of Records on the retention and destruction of ALPR data in compliance Department policy.
g. Ensuring this policy and related procedures are conspicuously posted on the SPPD website.
    1. Ensuring the ALPR Transparency Portal to share usage statistics and audit results is posted and accessible to the public.

429.3.2 ALPR SYSTEM USERS

Only authorized SPPD personnel may access the ALPR System and ALPR Data for an authorized purpose. Access is granted based on job function and operational need, and only after the completion of SPPD approved training and upon the approval of the ALPR Administrator or Chief of Police. Each user shall have individual credentials for access and use of the ALPR System and ALPR Data. The ALPR Administrator shall maintain a list of SPPD authorized users. The ALPR Administrator shall revoke the credentials for any user that has left SPPD.

429.4 OPERATIONS

ALPR Data collected from the ALPR System is the property of the City of South Pasadena. SPPD personnel shall only access and use the ALPR System for official and legitimate law enforcement or public safety purposes consistent with this Policy and any applicable laws, including California Civil Code 1798.90.5 et. seq. (as amended from time to time).

Use of the ALPR System and ALPR Data is restricted to the purposes outlined below.

1. The use of ALPR System and ALPR Data is restricted to official law enforcement business only, with access granted to those with both lawful authority and a specific investigative purpose.

2. ALPR Data may be used to identify stolen or wanted vehicles, wanted persons and missing individuals and for legitimate law enforcement or public safety

purposes such as but not limited to, criminal investigations, active warrants, missing persons investigations, suspect interdiction, and the recovery of stolen property.

3. When possible, Officers must verify an ALPR alert through the California Law Enforcement Telecommunication System (CLETS) before taking enforcement action. Once a vehicle alert is received, SPPD personnel shall visually confirm that the license plate from the ALPR system matches the license plate of the observed vehicle.

4. If an alert is received on an incorrect letter or number on a license plate, SPPD personnel shall correct the number received on the hit for accurate information if the correct information is available. (Civil Code § 1798.90.51(b)(2)(F)).

429.4.1 COMPLIANCE WITH CIVIL CODE 1798.90.52

For each search inquiry, SPPD shall maintain a record of access to the ALPR Data which shall include the following:

1. The date and time the information is accessed.
2. The license plate number or other data elements used to query the ALPR System.
3. The username of the person who accesses the information, and, as applicable, the organization or entity with whom the person is affiliated.
4. The purpose for accessing the information.

429.4.2 PROHIBITED USES

The following uses of the ALPR System and/or ALPR Data are prohibited:

1. To use or allow others to use the ALPR System, including its equipment, or ALPR Data for any unauthorized purpose (See, Civil Code § 1798.90.51; Civil Code § 1798.90.53).

2. To use the ALPR System or Data for the purpose of engaging in immigration enforcement. This includes sharing ALPR Data with US Immigration and Customs Enforcement (ICE), Border Patrol, or any other law enforcement agency for the purpose of enforcing immigration laws, as required by California Government Code 7284.6 (California Values Act-SB 54). As set forth in the California Values Act, no local resources or data may be used to assist federal immigration authorities.

3. To use the ALPR System or Data to track or identify individuals or groups seeking or providing reproductive health services.

4. To use the ALPR System or Data for surveillance of individuals exercising their right to protest or assemble or for the purpose or intended effect of unlawfully infringing upon any other First Amendment rights of any person or group.

5. To use the ALPR System or Data in a discriminatory manner and/or to target a person or group's protected characteristics, including race, color, religion, gender, gender identity, political affiliation, national origin, ethnicity, sexual orientation, disability, or other legally protected classification of any person or group.
6. To use the ALPR System or Data to harass and/or intimidate any individual or group.
7. To use the ALPR System or Data, including any hot lists, for any personal purpose.
8. To indiscriminately view Data without investigative or administrative need.
9. To allow the use of the ALPR System or share ALPR Data with any private entities or out-of-state or federal agencies, including out-of-state and federal law enforcement agencies, including any federal task forces.
10. To sell any ALPR Data obtained or received by SPPD.

Nothing in this Policy, including the provisions of this section, is intended to create an independent right of action in any person or group.

429.5. DATA COLLECTION AND RETENTION

The ALPR Administrator is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR Data.

1. All non-hit ALPR Data will be deleted after 30 days from the date is was collected unless the ALPR data has been downloaded and is being used as evidence in a criminal investigation.
2. All other ALPR Data determined to be evidence or is reasonable to believe it will become evidence in a criminal action, shall be downloaded from the ALPR System and stored in SPPD's secured records management system. Unless, the Data is determined to be evidence attached to a specific criminal investigation, the ALPR Data shall be deleted after one year from the date the Data has been downloaded.
3. When ALPR Data is retained as evidence as part of an investigation, the Data shall be kept as part of the case file in SPPD's secured records management system.
4. Nothing herein shall preclude SPPD from maintaining any ALPR Data if it is subject to a lawful warrant, subpoena, court order, litigation hold, discovery request or other lawful action that requires the production of such Data in compliance with applicable laws.

These provisions are in addition to the ALPR System vendor's policy wherein ALPR Data is stored for 30 days, however the vendor deletes such Data on a rolling 30 day basis.

429.6 ACCOUNTABILITY AND SAFEGUARDS

All data will be closely safeguarded and protected by both procedural and technological means. The SPPD will observe the following safeguards regarding access to, and use of the ALPR System including ALPR Data (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

a. Data shall not be shared with federal or out-of-state agencies without a federal or California court-issued search warrant or order.
b. No default access to out-of-state or national databases is permitted on the third-party vendor platform. In-state, agency-to-agency sharing must be manually authorized by the Chief of Police or the ALPR Administrator.
c. SPPD authorized users must provide a specific reason for every search. This includes providing under the ALPR System drop-down menu the mandatory “offense type" and reason for the search, and a specific case number for audit purposes. Generic terms such as "investigation" are strictly prohibited.
d. Access to the ALPR System must utilize dual-factor authentication or equivalent security measures to prevent unauthorized data breaches.
e. Data will only be shared with local agencies that have acknowledged and signed an interagency agreement mandating compliance with SPPD’s terms and conditions, including a specific acknowledgement prohibiting the user from sharing SPPD data with unauthorized third parties as set forth in this Policy. Before sharing data with another California agency, the requesting agency must provide a written "Authorized Purpose" statement and sign a data-sharing agreement affirming they will not share the data further with federal or out-of-state entities.
f. The ALPR Administrator shall conduct a monthly audit of the ALPR System to ensure proper oversight into the use of the system and adherence to this Policy, including compliance with applicable privacy laws (Civil Civil Code § 1798.90.51(b)(2)(C)). The audit will include review of system usage and data sharing agreements to confirm compliance and identify any unauthorized access and/or usage.
g. The ALPR Administrators shall advise the Chief of Police of their findings from the monthly audits.
h. SPPD will maintain a public ALPR Transparency Portal to share usage statistics and audit results.

Unauthorized access or sharing of ALPR data is a violation of SPPD policy and may result in disciplinary action, up to and including termination, and subject the violator to civil and criminal penalties.

429.7 POLICY

The policy of the SPPD is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public. All data and images gathered by the ALPR System are for the official use of the SPPD and

owned by the city of South Pasadena. Because such data may contain confidential information, it is not open to public review.

429.8 TRAINING

The Training Sergeant shall ensure that all SPPD personnel receive SPPD-approved training for those authorized to use or access the ALPR system.

a. No SPPD personnel shall access the ALPR System, including the Data, without completing SPPD-approved training that specifically covers privacy rights, state law compliance (SB 34 and SB 54), and the technical operation of the ALPR System. (Civil Code § 1798.90.51; Civil Code § 1798.90.53).
b. SPPD authorized users shall receive the training described herein prior to having access to the ALPR System and thereafter on an annual basis.
c. The ALPR Administrator shall keep training logs to ensure adherence to these provisions.
d. Access to the ALPR System will be automatically suspended for any accounts inactive for 12 months. All users must undergo annual policy review and recertification.

429.9 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures in compliance with SPPD policy, Civil Code § 1798.90.55, and a signed interagency agreement:

The law enforcement agency's request for access to SPPD's ALPR data shall include:

a. The name of the agency.
b. The name of the person requesting.
c. The offense type
d. The case number associated with the request

The request is reviewed by the ALPR Administrator and approved before the request is fulfilled. The approval request and logging of search queries will be maintained in the ALPR System for audit purposes.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies (Public Records Act requests) will be processed as provided in the Records Maintenance and Release Policy (Civil Code § 1798.90.55).

429.9.1 THIRD PARTY SHARING - CALIFORNIA PUBLIC AGENCIES

In accordance with Civil Code Section 1798.90.55(b) and California Department of Justice Bulletin 2023-DLE-06, SPPD may share its ALPR Data with another public agency, and only as otherwise permitted by law. A public agency, however, is limited

to California state or local agencies, including law enforcement agencies (collectively "California Agency or Agencies"). This occurs through a third-party vendor hosting platform.

Accordingly, SPPD shall only share ALPR Data with other California Agencies that have executed an interagency data sharing agreement with SPPD ("Data Sharing Agreement"). Any California Agency that requests access to SPPD ALPR Data must submit a request to the ALPR Administrator, which shall include an "authorized purpose" statement as to why the California Agency seeks access to ensure access is for legitimate law enforcement purposes.

If approved by the Chief of Police or ALPR Administrator, the California Agency shall be required to execute SPPD's Data Sharing Agreement. The Data Sharing Agreement shall require compliance with all applicable California laws with respect to the Data, including that the California Agency shall not share Data with private entities or out-of-state or federal agencies, including out-of-state and federal law enforcement agencies, in accordance with Senate Bill 34. The Data Sharing Agreement shall also require compliance with the prohibited uses provisions of this Policy. SPPD shall reserve the right to restrict or revoke access for noncompliance.

A copy of the Data Sharing Agreement shall be retained by the ALPR Administrator.

429.9 ALIGNMENT WITH STATE LAW

This Policy 429 aligns with Civil Code Section 1798.90.5, et. seq., with the guidance promulgated from the California Attorney General, as set forth in Bulletin 2023-DLE-06 (California Automated License Plate Reader Data Guidance) and Bulletin 2023-01-CJIS (Updated California Values Act's Database Guidance).

Flock Safety Inc. Contracts: Termination Projections

The tables below provide a breakdown of one-time early termination costs and reimbursement amounts based on potential cancellation dates:

2022 Contract *(General Fund - 13 cameras) – Renewal Date -* ***03/30/2027***

Termination Costs

Termination of convenience fee (camera removal fee)	$500				
Total	**$6,500 (500 x 13)**				
Contract Term Fee / annually	$39,000				
Amount to be refunded for unused service (pro-rated per day)	$106.85				
Potential contract termination date:	**05/1/2026**	**06/1/2026**	**07/1/2026**	**08/1/2026**	**09/1/2026**
Amount to be ***refunded for unused service****, if contract is terminated:*	**$35,581.05**	**$32,267.70**	**$29,063.20**	**$25,750.85**	**$22,438.50**

2024 Contract *(UASI 2021- 14 cameras) – Original Renewal Date –* ***03/19/2026*** *(extended to 04/19/2026)*

Termination Costs

Termination of convenience fee (camera removal fee)	$500				
Total	**$7,000 (500 x 14)**				
Contract Term Fee / annually	$42,000				
Amount to be refunded for unused service (pro-rated per day)	$115.07				
Potential contract termination date:	**05/1/2026**	**06/1/2026**	**07/1/2026**	**08/1/2026**	**09/1/2026**
Amount to be ***refunded for unused service****, if contract is extended and terminated at a later date:*	**$37,052.54**	**$33,485.37**	**$30,033.27**	**$26,466.10**	**$22,898.93**

City Council Agenda Report

ITEM NO. 22

DATE: March 18, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **COUNCILMEMBER COMMUNICATIONS**