



**CITY OF SOUTH PASADENA  
PUBLIC SAFETY COMMISSION REGULAR MEETING AGENDA**

**CITY COUNCIL CHAMBERS  
1424 MISSION STREET, SOUTH PASADENA, CA 91030  
IN-PERSON**

**Tuesday, December 23, 2025 at 5:30 p.m.**

**South Pasadena Public Safety Commission Statement of Civility**

*As your appointed governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made today will be for the benefit of the South Pasadena community and not for personal gain.*

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

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

The Public Safety Commission Meeting for **December 23, 2025**, will be broadcasted via zoom teleconference and will take place in-person.

To maximize public safety, members of the public may attend and/or participate by the following means:

The Meeting will be available:

- In-person: 1424 Mission Street, South Pasadena, CA 91030
- Via Zoom – **Meeting ID: 841 9322 6718**
- Zoom Link – <https://us06web.zoom.us/j/84193226718>

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the methods below:

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/84193226718>
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID

For additional Zoom assistance with telephone audio, you may find your local number at:

<https://zoom.us/u/aiXV0TAW2>

**CALL TO ORDER**

Chair Marcos Holguin

**ROLL CALL**

Chair Marcos Holguin  
Vice-Chair Charley Lu  
Commissioner Bethesda Gee  
Commissioner Walter Cervantes  
Commissioner Armando Munoz  
Commissioner Dr. Stephen Sanko  
Commissioner Gabriel Reza

**PUBLIC COMMENT AND SUGGESTIONS**

The City Council welcomes public input. If you would like to comment on an agenda item, members of the public may participate **by means of one of the following options:**

**Option 1:**

Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak for up to 3 minutes per item.

**Option 2:**

Email public comment(s) to [pscpubliccomment@southpasadenaca.gov](mailto:pscpubliccomment@southpasadenaca.gov).

Public Comments received in writing will not be read aloud at the meeting but will be part of the meeting record. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Agenda item you are submitting public comment on.
- 2) Submit by no later than 6:00 p.m. December 19, 2025.

*NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Commission 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.*

**1. Public Comment**

A public comment submitted via e-mail from Yvonne LaRose on ICE Encounter Protocols and Resources.

**PRESENTATION****2. Staff Introduction**

Introduction of Jennifer Colby, the newly appointed Public Affairs Manager / Public Information Officer

**3. South Pasadena Police Department: NIBRS Report, September and October 2025**

Presentation: NIBRS Report, September and October 2025

**4. Show Formats for the 2026 4<sup>th</sup> of July Celebration**

Presentation of Show Formats for the 2026 4<sup>th</sup> of July Celebration

**PUBLIC HEARING****5. Public Hearing: South Pasadena Police Department's Updated Military Equipment Use Report: June 2024 – September 2025**

Presentation of the South Pasadena Police Department's Updated Military Equipment Use Report: June 2024 – September 2025

**ACTION/DISCUSSION****6. Minutes of the Public Safety Commission Regular Meeting of September 23, 2025**

Consideration of the minutes of the Public Safety Commission Regular Meeting of September 23, 2025

7. **Minutes of the Public Safety Commission Special Meeting of October 13, 2025**

Consideration of the minutes of the Public Safety Commission Special Meeting of October 13, 2025

**INFORMATION REPORTS**

8. **South Pasadena Fire Department: Los Angeles County Health Services Measure B Funding**

9. **South Pasadena Fire Department: California Fire Foundation Grant**

**COMMUNICATIONS**

10. **City Council Liaison Communications**

None.

11. **Staff Liaison Communications**

None.

12. **Commissioner Communications**

None.

**ADJOURNMENT**

**PUBLIC ACCESS TO AGENDA DOCUMENTS**

The complete agenda packet may be viewed on the City's website, [www.southpasadenaca.gov](http://www.southpasadenaca.gov).

Meeting recordings will be available for public viewing after the meeting. Recordings will be uploaded to the City's YouTube Channel no later than the next business day after the meeting. The City's YouTube Channel may be accessed at: [https://www.youtube.com/channel/UCnR169ohzi1AlewD\\_6sfwDA/featured](https://www.youtube.com/channel/UCnR169ohzi1AlewD_6sfwDA/featured)

**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 via e-mail at [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov) or by calling (626) 403-7230. 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).

*I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA, and the City's website at [www.southpasadenaca.gov](http://www.southpasadenaca.gov) on **December 18, 2025** as required by law.*

December 18, 2025

Date



Shannon Robledo, Police Lieutenant

# ICE Encounter Protocols & Resources

*Protecting Our People, Places, and Protocols*

Presented by: **Yvonne LaRose, CAC**

# ICE Encounter Protocols & Resources

**Yvonne LaRose, CAC**

## **Background and Experience:**

- Legal experience since 1971
- B.S., CSULA, Business Administration, Pre-Law (1985)
- ABA Paralegal in Litigation and General Corporate Law, CSULA (1979, 1981)
- Law studies at ABA-accredited Bay Area law school (1990–1992)
- Internship, San Francisco City Attorney's Office (1992)
- Producer and Host of “Legally Speaking” legal news broadcast, Broadcast Services for the Blind (1992-94)
- Trained and experienced Literacy Tutor, San Francisco Project Read (1992-93)
- Los Angeles County Commission on Women: Education & Domestic Violence Committees (2003–2005)
- California Certified Domestic Violence & Sexual Assault Advocate (2003, 2005, 2023)
- Service on multiple nonprofit advisory and executive boards (1992–1996)
- Certified California Consultant via California Staffing Professionals (licensed, 2000)
- ADR Mediator: Conciliation Forums of Oakland (1993), Loyola Law School ADU (2023)
- ACLU Guardian of Liberty (2025)

# ICE Encounter Protocols & Resources

## **Purpose & Audience**

This presentation offers practical, legal, and emotional strategies for responding to ICE encounters in workplaces, schools, places of worship, and public spaces.

## **Target Audiences:**

- Government entities and agencies
- Civic organizations and houses of worship
- Businesses and contractors
- Citizens and undocumented workers
- Schools and educators
- Protest participants

# ICE Encounter Protocols & Resources

## Business Owner Protocols

- Designate private property safe zones (e.g., “Employees Only” signage)
- Distinguish ICE raids vs. I-9 audits
- Respond to warrant vs. non-warrant demands
- ICE access to non-public areas requires judicial warrant
- Refer ICE to legal counsel
- [AGC ICE Q&A Fact Sheet](#)

# ICE Encounter Protocols & Resources



## **Decision Tree: Employer Response to Undocumented Worker Discovery**

### **For Construction Sites and Other Employment Settings**

*Prepared by Yvonne LaRose, CAC – October 28, 2025*

#### Step 1: Discovery or Confirmation

#### **Has the employer discovered or confirmed undocumented status?**

-  Yes → Proceed to Step 2
-  Uncertain → Review I-9 documentation and consult legal counsel

#### Step 2: Legal Risk Assessment

(Page 1 of 5 - continued to next page)




# ICE Encounter Protocols & Resources






## Decision Tree: Employer Response to Undocumented Worker Discovery (continued)

### Step 2: Legal Risk Assessment

#### Is the worker still employed?

-  Yes → Employer may face civil fines or criminal penalties (including jail time per Littler FAQs)
-  No → Document separation and consult legal counsel

#### Is the worksite vulnerable to ICE enforcement?

-  Transit-adjacent (SB 79 project)
-  High-visibility or multi-agency site
-  Subcontractor-heavy or union-exempt
-  Yes → Proceed to Step 3
-  No → Still proceed to Step 3 for ethical guidance




(Page 2 of 5 - continued)

# ICE Encounter Protocols & Resources




## **Decision Tree: Employer Response to Undocumented Worker Discovery (continued)**

### Step 3: Ethical Response & Worker Protection

#### **Contact a Rapid Response Network**

-  Legal guidance
-  Worker protection strategies
-  Site preparation protocols

#### **Share resources with the worker**




-  Know Your Rights materials
-  Hotline numbers
-  Legal clinics

(Page 3 of 5 - continued)

# ICE Encounter Protocols & Resources




## Decision Tree: Employer Response to Undocumented Worker Discovery (continued)

### Prepare the site

-  Mark private property boundaries
-  Train staff on warrant verification
-  Designate a Rapid Response contact

### Step 4: Long-Term Strategy

### Review internal practices




-  Hiring protocols
-  Subcontractor agreements
-  Labor compliance systems

(Page 4 of 5 - continued)

# ICE Encounter Protocols & Resources

## Decision Tree: Employer Response to Undocumented Worker Discovery (continued)

### Consider proactive measures

-  Join a Project-Labor Agreement
-  Partner with unions or legal clinics
-  Document all steps taken to protect workers and comply with law

(Page 5 of 5)

# ICE Encounter Protocols & Resources

## Construction Site Guidance

- ICE may arrive with a “notice of inspection”
- Employers have 3 days to produce I-9 forms
- Arrests only allowed in public areas without judicial warrant
- Trade groups now advise clients on site protocols
- [OC Register article](#)

# ICE Encounter Protocols & Resources

## Reference Resource:

[Associated General Contractors of America](#) – ICE Q&A Fact Sheet

This fact sheet provides guidance on:

- Differentiating ICE raids from I-9 audits
- Understanding employer rights and responsibilities
- Responding appropriately to ICE agents on construction sites
- Legal protocols for subcontractors and contractors

# ICE Encounter Protocols & Resources

## Legal Lifelines

- USC Clinic supports motions to change hearing format  
Hotline: **888-462-5211**
- Agents of Change Civil Rights Advocacy Initiative  
Supported by Orange Law Offices and National Immigration Project
- NIPNLG Resources – [National Immigration Project](#)
- Los Angeles County District Attorney – Rights & Resources  
[Rights and Resources | LA County DA](#)  
Monthly legal clinics, community rights education, and referral support
- Office of Immigrant Affairs (DCBA)  
[Office of Immigrant Affairs](#)  
Toll-Free (within LA County): 1-800-593-8222  
Services: free immigration legal services,

# ICE Encounter Protocols & Resources

## Legal Lifelines

### Why These Sources Matter

- **District Attorney's Office:** Provides *community rights clinics* and legal education, reinforcing civic transparency.
- **Office of Immigrant Affairs:** Direct County resource for immigrants, offering free legal services and multilingual support.
- **Council District 11 Immigration Resources:** Lists CHIRLA, CARECEN, Catholic Charities, Esperanza, and other partners for deportation defense and immigrant rights.
- **Assemblymember Caloza's Resource Page:** Consolidates rapid response networks, ACLU intake lines, and Public Counsel contacts.



# ICE Encounter Protocols & Resources

- **National Immigration Project of the National Lawyers Guild (NIPNLG)**  
<https://nipnlg.org/>
- **Los Angeles County District Attorney – Rights & Resources**  
<https://da.lacounty.gov/rights-and-resources>
- **Los Angeles County Office of Immigrant Affairs (DCBA)**  
<https://oia.lacounty.gov/>
- **Council District 11 Immigration Resources (City of Los Angeles)**  
<https://councildistrict11.lacity.gov/immigration-resources>

# ICE Encounter Protocols & Resources

## Rapid Response Networks

- Boyle Heights: 323-805-1049
- ImmDef: 213-833-8283
- CHIRLA: 888-624-4752
- Orange County: 714-881-1558
- Inland Empire: 909-361-4588
- San Diego: 858-751-7553
- [Full list](#)

# ICE Encounter Protocols & Resources

## De-escalation Training Highlights

- MoveOn.org [Families First video](#)
- Key timestamps:
- 0:52 – Training begins
- 8:30 – Safety planning
- 13:00 – Digital safety
- 19:00 – Know Your Rights
- 26:00 – Employer awareness
- 31:00 – Recording rights
- 34:00 – De-escalation protocol
- 51:00 – Guidance for undocumented protestors

# ICE Encounter Protocols & Resources

## **Know Your Rights**

- Remain silent
- Carry immigration duplicated papers
- Request lawyer if detained
- Refuse search (except pat-down for weapons)
- Mark private spaces clearly
- Check warrants for names and signatures

# ICE Encounter Protocols & Resources

## Calls to Action:


- Motion from this body to adopt the resources presented
- Motion to recommend to Council that the Resource List be placed on the City's website, providing accessibility to all interested parties
- Motion to make these resources available to all City entities for on-demand access
- Motion to take action to form alliances with Rapid Response and Legal Assistance resources as available resources for trainings and defense conduits
- Motion to update this resource guide on a 6-month basis to ensure integrity

These five actions can be adopted collectively, ensuring South Pasadena has a living, updated resource guide for the interested parties listed in Slide 3.

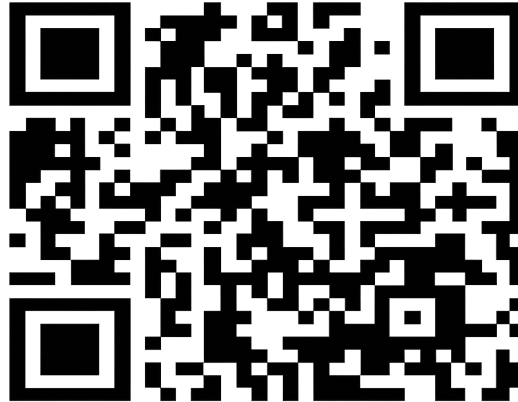
# ICE Encounter Protocols & Resources

**Presented by: Yvonne LaRose, CAC**

**Owner: [Entrances](#) - [Consultant's Desk](#)**

 Email: [vivavoce.geo@yahoo.com](mailto:vivavoce.geo@yahoo.com)

 Scan to email Yvonne directly:



[vivavoce.geo@yahoo.com](mailto:vivavoce.geo@yahoo.com)

Printed materials available at a later date

Follow-up available for civic organizations (including houses of worship), businesses, and educators seeking tailored support.



# Public Safety Commission Agenda Report

ITEM NO. 3

**DATE:** December 23, 2025

**TO:** Public Safety Commission

**FROM:** Shannon Robledo, Police Lieutenant

**SUBJECT:** **South Pasadena Police Department: NIBRS Report, September and October 2025**

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Presentation: NIBRS Report: September and October 2025

Attachments:

- A. NIBRS Report: September 2025
- B. NIBRS Report: October 2025

# South Pasadena Police Department

## NIBRS REPORT

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*September 2025*

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Prepared by:

Richard Lee, Crime Analyst  
Sharae Sandoval, Police Assistant

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Brian Solinsky, Chief of Police

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**South Pasadena Police Department**  
**NIBRS - September 2025**

**Arrests**

	August	September	% Change
Adult Arrests	30	30	0%
Juvenile Arrests	1	0	NOT CALC

**Juvenile Diversion**

	2025
Juveniles in Diversion	3

**Citations**

	August	September	% Change
Parking	863	466	-46%
Moving	439	450	3%

**Calls for Service**

	August	September	% Change
Calls for Service	2,880	2,906	1%

**Traffic Collisions**

	August	September	% Change
Fatal	1	1	0%
Traffic Collision - Injury	5	6	20%
Traffic Collision - Non-injury	15	23	53%
Traffic Collision - Hit-and-Run	10	0	-100%
City Property Damage	0	0	NOT CALC
<b>Total</b>	<b>31</b>	<b>30</b>	<b>-3%</b>

**Calls for Service**

	2024	2025	% Change
January	2226	2159	-3%
February	2048	1956	-4%
March	2504	2489	-1%
April	2882	2305	-20%
May	2709	2290	-15%
June	3098	2181	-30%
July	3117	2453	-21%
August	2770	2880	4%
September	2539	2906	14%
October	2369	0	-
November	2398	0	-
December	2470	0	-
<b>TOTAL</b>	<b>31130</b>	<b>21619</b>	<b>-31%</b>
<b>YTD - September 30, 2025</b>	<b>18584</b>	<b>15833</b>	<b>-15%</b>

**South Pasadena Police Department**  
**National Incident Based Reporting System**  
**January - September 2025**

GROUP A OFFENSE	August 2025	September 2025	% Change	Jan.-Sept. 2024	Jan.-Sept. 2025	YTD % Change
Murder/Nonnegligent Manslaughter	0	0	NOT CALCULABLE	1	0	-100%
Kidnapping/Abduction	1	0	-100%	5	4	-20%
Rape	0	0	NOT CALCULABLE	4	2	-50%
Sodomy	0	0	NOT CALCULABLE	1	1	0%
Fondling	0	0	NOT CALCULABLE	5	6	20%
<b>Crimes Against Persons Total</b>	<b>1</b>	<b>0</b>	<b>-100%</b>	<b>16</b>	<b>13</b>	<b>-19%</b>
Robbery	1	0	-100%	15	11	-27%
Aggravated Assault	6	4	-33%	20	45	125%
Simple Assault	3	1	-67%	51	46	-10%
Intimidation	2	1	-50%	22	15	-32%
Arson	0	1	NOT CALCULABLE	5	9	80%
Extortion/Blackmail	1	0	-100%	3	3	0%
Burglary/Breaking and Entering	3	4	33%	63	32	-49%
Pocket-Picking	0	0	NOT CALCULABLE	4	6	50%
Purse-Snatching	0	0	NOT CALCULABLE	0	2	NOT CALCULABLE
Shoplifting	5	4	-20%	64	80	25%
Theft from Building	2	2	0%	38	27	-29%
Theft from Motor Vehicle	8	5	-38%	140	60	-57%
Theft From Motor Vehicle Parts/Accessories	4	3	-25%	26	32	23%
All Other Larceny	10	4	-60%	106	81	-24%
Motor Vehicle Theft	2	4	100%	57	53	-7%
Counterfeiting/Forgery	2	2	0%	8	17	113%
False Pretense/Swindle/ Confidence Game	2	6	200%	69	47	-32%
Credit Card/ATM Fraud	1	1	0%	8	15	88%
Impersonation	1	0	-100%	19	7	-63%
Identity Theft	1	3	200%	1	13	1200%
Embezzlement	1	0	-100%	3	3	0%
Stolen Property Offenses	2	2	0%	29	20	-31%
<b>Crimes Against Property Total</b>	<b>57</b>	<b>47</b>	<b>-18%</b>	<b>751</b>	<b>624</b>	<b>-17%</b>
Vandalism	7	6	-14%	106	61	-42%
Drug/Narcotic Violations	8	5	-38%	39	67	72%
Drug Equipment Violations	7	3	-57%	43	48	12%
Statutory Rape	0	0	NOT CALCULABLE	0	0	NOT CALCULABLE
Pornography/Obscene Material	0	1	NOT CALCULABLE	0	0	NOT CALCULABLE
Weapons Law Violation	0	0	NOT CALCULABLE	11	20	82%
<b>Crimes Against Society Total</b>	<b>22</b>	<b>15</b>	<b>-32%</b>	<b>199</b>	<b>196</b>	<b>-2%</b>
<b>TOTAL GROUP "A" OFFENSE</b>	<b>80</b>	<b>62</b>	<b>-23%</b>	<b>966</b>	<b>833</b>	<b>-14%</b>

**NIBRS STATS PER MONTH - 2025**

<b>GROUP A OFFENSE</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Total</b>
Murder/Nonnegligent Manslaughter	0	0	0	0	0	0	0	0	0				0
Kidnapping/Abduction	0	0	1	0	0	2	0	1	0				4
Rape	0	1	0	1	0	0	0	0	0				2
Sodomy	0	1	0	0	0	0	0	0	0				1
Fondling	0	0	3	2	0	1	0	0	0				6
<b>Crimes Against Persons Total</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>
Robbery	3	1	1	1	0	1	3	1	0				11
Aggravated Assault	6	7	4	5	3	2	8	6	4				45
Simple Assault	2	5	10	5	11	5	4	3	1				46
Intimidation	1	7	1	0	1	2	0	2	1				15
Arson	2	0	1	3	1	1	0	0	1				9
Extortion/Blackmail	1	0	0	0	1	0	0	1	0				3
Burglary/Breaking and Entering	8	6	1	4	2	2	2	3	4				32
Pocket-Picking	0	1	2	2	1	0	0	0	0				6
Purse-Snatching	2	0	0	0	0	0	0	0	0				2
Shoplifting	10	10	14	13	7	7	10	5	4				80
Theft from Building	4	0	8	1	6	0	4	2	2				27
Theft from Motor Vehicle	8	7	10	3	7	3	9	8	5				60
Theft From Motor Vehicle Parts/Accessories	5	6	3	4	1	3	3	4	3				32
All Other Larceny	9	7	10	15	11	10	5	10	4				81
Motor Vehicle Theft	7	4	8	6	12	7	3	2	4				53
Counterfeiting/Forgery	5	2	1	2	0	1	2	2	2				17
False Pretense/Swindle/Confidence Game	7	4	4	10	4	1	9	2	6				47
Credit Card/ATM Fraud	1	2	5	0	2	1	2	1	1				15
Impersonation	1	1	2	1	1	0	0	1	0				7
Identity Theft	1	3	2	0	0	3	0	1	3				13
Embezzlement	0	0	1	0	0	1	0	1	0				3
Stolen Property Offenses	4	3	1	2	2	2	2	2	2				20
<b>Crimes Against Property Total</b>	<b>87</b>	<b>76</b>	<b>89</b>	<b>77</b>	<b>73</b>	<b>52</b>	<b>66</b>	<b>57</b>	<b>47</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>624</b>
Vandalism	4	5	8	10	8	7	6	7	6				61
Drug/Narcotic Violations	4	8	4	9	9	13	7	8	5				67
Drug Equipment Violations	8	5	1	1	6	10	7	7	3				48
Statutory Rape	0	0	0	0	0	0	0	0	0				0
Pornography/Obscene Material	0	0	0	0	0	0	0	0	0				0
Weapons Law Violation	1	3	4	4	1	0	6	0	1				20
<b>Crimes Against Society Total</b>	<b>17</b>	<b>21</b>	<b>17</b>	<b>24</b>	<b>24</b>	<b>30</b>	<b>26</b>	<b>22</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>196</b>
<b>TOTAL GROUP "A" OFFENSE</b>	<b>104</b>	<b>99</b>	<b>110</b>	<b>104</b>	<b>97</b>	<b>85</b>	<b>92</b>	<b>80</b>	<b>62</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>833</b>

# South Pasadena Police Department

## NIBRS REPORT

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*October 2025*

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Prepared by:

Richard Lee, Crime Analyst  
Sharae Sandoval, Police Assistant

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Brian Solinsky, Chief of Police

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**South Pasadena Police Department  
NIBRS - October 2025**

**Arrests**

	September	October	% Change
Adult Arrests	30	58	93%
Juvenile Arrests	0	2	NOT CALC

**Juvenile Diversion**

	2025
Juveniles in Diversion	3

**Citations**

	September	October	% Change
Parking	466	580	24%
Moving	450	399	-11%

**Calls for Service**

	September	October	% Change
Calls for Service	2,906	2,580	-11%

**Traffic Collisions**

	September	October	% Change
Fatal	1	0	-100%
Traffic Collision - Injury	6	8	33%
Traffic Collision - Non-injury	23	16	-30%
Traffic Collision - Hit-and-Run	0	11	NOT CALC
City Property Damage	0	1	NOT CALC
<b>Total</b>	<b>30</b>	<b>36</b>	<b>20%</b>

**Calls for Service**

	2024	2025	% Change
January	2226	2159	-3%
February	2048	1956	-4%
March	2504	2489	-1%
April	2882	2305	-20%
May	2709	2290	-15%
June	3098	2181	-30%
July	3117	2453	-21%
August	2770	2880	4%
September	2539	2906	14%
October	2369	2580	9%
November	2398	0	-
December	2470	0	-
<b>TOTAL</b>	<b>31130</b>	<b>24199</b>	<b>-22%</b>
<b>YTD - October 31, 2025</b>	<b>26262</b>	<b>24199</b>	<b>-8%</b>

**South Pasadena Police Department**  
**National Incident Based Reporting System**  
**January - October 2025**

GROUP A OFFENSE	September 2025	October 2025	% Change	Jan.-Oct. 2024	Jan.-Oct. 2025	YTD % Change
Murder/Nonnegligent Manslaughter	0	0	NOT CALCULABLE	1	0	-100%
Kidnapping/Abduction	0	0	NOT CALCULABLE	6	4	-33%
Rape	0	2	NOT CALCULABLE	4	4	0%
Sodomy	0	0	NOT CALCULABLE	1	1	0%
Fondling	0	3	NOT CALCULABLE	6	9	50%
<b>Crimes Against Persons Total</b>	<b>0</b>	<b>5</b>	<b>NOT CALCULABLE</b>	<b>18</b>	<b>18</b>	<b>0%</b>
Robbery	0	4	NOT CALCULABLE	16	15	-6%
Aggravated Assault	4	2	-50%	24	47	96%
Simple Assault	1	11	1000%	58	57	-2%
Intimidation	1	0	-100%	22	15	-32%
Arson	1	0	-100%	5	9	80%
Extortion/Blackmail	0	1	NOT CALCULABLE	3	4	33%
Burglary/Breaking and Entering	4	4	0%	74	36	-51%
Pocket-Picking	0	0	NOT CALCULABLE	4	6	50%
Purse-Snatching	0	0	NOT CALCULABLE	0	2	NOT CALCULABLE
Shoplifting	4	6	50%	67	86	28%
Theft from Building	2	1	-50%	47	28	-40%
Theft from Motor Vehicle	5	9	80%	149	69	-54%
Theft From Motor Vehicle Parts/Accessories	3	4	33%	27	36	33%
All Other Larceny	4	9	125%	121	90	-26%
Motor Vehicle Theft	4	3	-25%	68	56	-18%
Counterfeiting/Forgery	2	3	50%	8	20	150%
False Pretense/Swindle/ Confidence Game	6	5	-17%	78	52	-33%
Credit Card/ATM Fraud	1	1	0%	8	16	100%
Impersonation	0	1	NOT CALCULABLE	21	8	-62%
Identity Theft	3	6	100%	1	19	1800%
Hacking/Computer Invasion	0	1	NOT CALCULABLE	0	1	NOT CALCULABLE
Embezzlement	0	0	NOT CALCULABLE	3	3	0%
Stolen Property Offenses	2	1	-50%	30	21	-30%
<b>Crimes Against Property Total</b>	<b>47</b>	<b>72</b>	<b>53%</b>	<b>834</b>	<b>696</b>	<b>-17%</b>
Vandalism	6	5	-17%	118	66	-44%
Drug/Narcotic Violations	5	9	80%	43	76	77%
Drug Equipment Violations	3	11	267%	50	59	18%
Statutory Rape	0	1	NOT CALCULABLE	0	1	NOT CALCULABLE
Pornography/Obscene Material	1	0	-100%	0	0	NOT CALCULABLE
Weapons Law Violation	0	0	NOT CALCULABLE	12	20	67%
<b>Crimes Against Society Total</b>	<b>15</b>	<b>26</b>	<b>73%</b>	<b>223</b>	<b>222</b>	<b>0%</b>
<b>TOTAL GROUP "A" OFFENSE</b>	<b>62</b>	<b>103</b>	<b>66%</b>	<b>1075</b>	<b>936</b>	<b>-13%</b>

**NIBRS STATS PER MONTH - 2025**

<b>GROUP A OFFENSE</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Total</b>
Murder/Nonnegligent Manslaughter	0	0	0	0	0	0	0	0	0	0			0
Kidnapping/Abduction	0	0	1	0	0	2	0	1	0	0			4
Rape	0	1	0	1	0	0	0	0	0	2			4
Sodomy	0	1	0	0	0	0	0	0	0	0			1
Fondling	0	0	3	2	0	1	0	0	0	3			9
<b>Crimes Against Persons Total</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>18</b>
Robbery	3	1	1	1	0	1	3	1	0	4			15
Aggravated Assault	6	7	4	5	3	2	8	6	4	2			47
Simple Assault	2	5	10	5	11	5	4	3	1	11			57
Intimidation	1	7	1	0	1	2	0	2	1	0			15
Arson	2	0	1	3	1	1	0	0	1	0			9
Extortion/Blackmail	1	0	0	0	1	0	0	1	0	1			4
Burglary/Breaking and Entering	8	6	1	4	2	2	2	3	4	4			36
Pocket-Picking	0	1	2	2	1	0	0	0	0	0			6
Purse-Snatching	2	0	0	0	0	0	0	0	0	0			2
Shoplifting	10	10	14	13	7	7	10	5	4	6			86
Theft from Building	4	0	8	1	6	0	4	2	2	1			28
Theft from Motor Vehicle	8	7	10	3	7	3	9	8	5	9			69
Theft From Motor Vehicle Parts/Accessories	5	6	3	4	1	3	3	4	3	4			36
All Other Larceny	9	7	10	15	11	10	5	10	4	9			90
Motor Vehicle Theft	7	4	8	6	12	7	3	2	4	3			56
Counterfeiting/Forgery	5	2	1	2	0	1	2	2	2	3			20
False Pretense/Swindle/Confidence Game	7	4	4	10	4	1	9	2	6	5			52
Credit Card/ATM Fraud	1	2	5	0	2	1	2	1	1	1			16
Impersonation	1	1	2	1	1	0	0	1	0	1			8
Identity Theft	1	3	2	0	0	3	0	1	3	6			19
Hacking/Computer Invasion	0	0	0	0	0	0	0	0	0	1			1
Embezzlement	0	0	1	0	0	1	0	1	0	0			3
Stolen Property Offenses	4	3	1	2	2	2	2	2	2	1			21
<b>Crimes Against Property Total</b>	<b>87</b>	<b>76</b>	<b>89</b>	<b>77</b>	<b>73</b>	<b>52</b>	<b>66</b>	<b>57</b>	<b>47</b>	<b>72</b>	<b>0</b>	<b>0</b>	<b>696</b>
Vandalism	4	5	8	10	8	7	6	7	6	5			66
Drug/Narcotic Violations	4	8	4	9	9	13	7	8	5	9			76
Drug Equipment Violations	8	5	1	1	6	10	7	7	3	11			59
Statutory Rape	0	0	0	0	0	0	0	0	0	1			1
Pornography/Obscene Material	0	0	0	0	0	0	0	0	0	0			0
Weapons Law Violation	1	3	4	4	1	0	6	0	1	0			20
<b>Crimes Against Society Total</b>	<b>17</b>	<b>21</b>	<b>17</b>	<b>24</b>	<b>24</b>	<b>30</b>	<b>26</b>	<b>22</b>	<b>15</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>222</b>
<b>TOTAL GROUP "A" OFFENSE</b>	<b>104</b>	<b>99</b>	<b>110</b>	<b>104</b>	<b>97</b>	<b>85</b>	<b>92</b>	<b>80</b>	<b>62</b>	<b>103</b>	<b>0</b>	<b>0</b>	<b>936</b>



# Public Safety Commission Agenda Report

ITEM NO. 4

**DATE:** December 23, 2025

**TO:** Public Safety Commission

**FROM:** Melissa Snyder, Community Services Deputy Director

**SUBJECT:** **Presentation of Show Formats for the 2026 4th of July Celebration**

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Presentation of Show Formats for the 2026 4th of July Celebration

Attachments:

A. Presentation of Show Formats for the 2026 4th of July Celebration



# Presentation of Show Formats for the 2026 4<sup>th</sup> of July Celebration

**Date: December 23, 2025**

**Prepared By: Melissa Snyder, Community Services Deputy Director**

# Recommendation

**Review and recommend preferred show format:**

- 1. Traditional Fireworks**
- 2. Drone Light Show**
- 3. Hybrid Fireworks and Drone Show**

# Background

- **In March 2025, City Council directed staff to research fireworks vs. drones vs. hybrid.**
- **Staff issued a Request for Proposals (RFP) seeking qualified vendors to provide one of the three show formats.**
- **RFP resulted in options for fireworks, drone shows, and hybrid possibilities.**



# Proposal 1: Fireworks

- **Vendor: Pyro Spectaculars, Inc.**
- **Estimated Cost: \$40,000**
- **Show Elements: 20-minute traditional fireworks show**



# Proposal 2: Drone Show

- **Vendor: Open Sky Productions**
- **150 drones: \$58,500 — 20–24 animations**
- **350 drones: \$122,500 — 20–21 animations**
- **400 drones: \$136,000 — 19–20 animations**
- **Standard show: 13 minutes**
- **Custom quotes available for longer show or added pyrotechnics for a hybrid show option.**

# Proposal 3: Drone Show

- **Vendor: Grizzly Entertainment**
- **150 drones: \$20,000**
- **350 drones: \$40,000**
- **500 drones: \$55,000**
- **10–12 minute show with 8–10 animations**

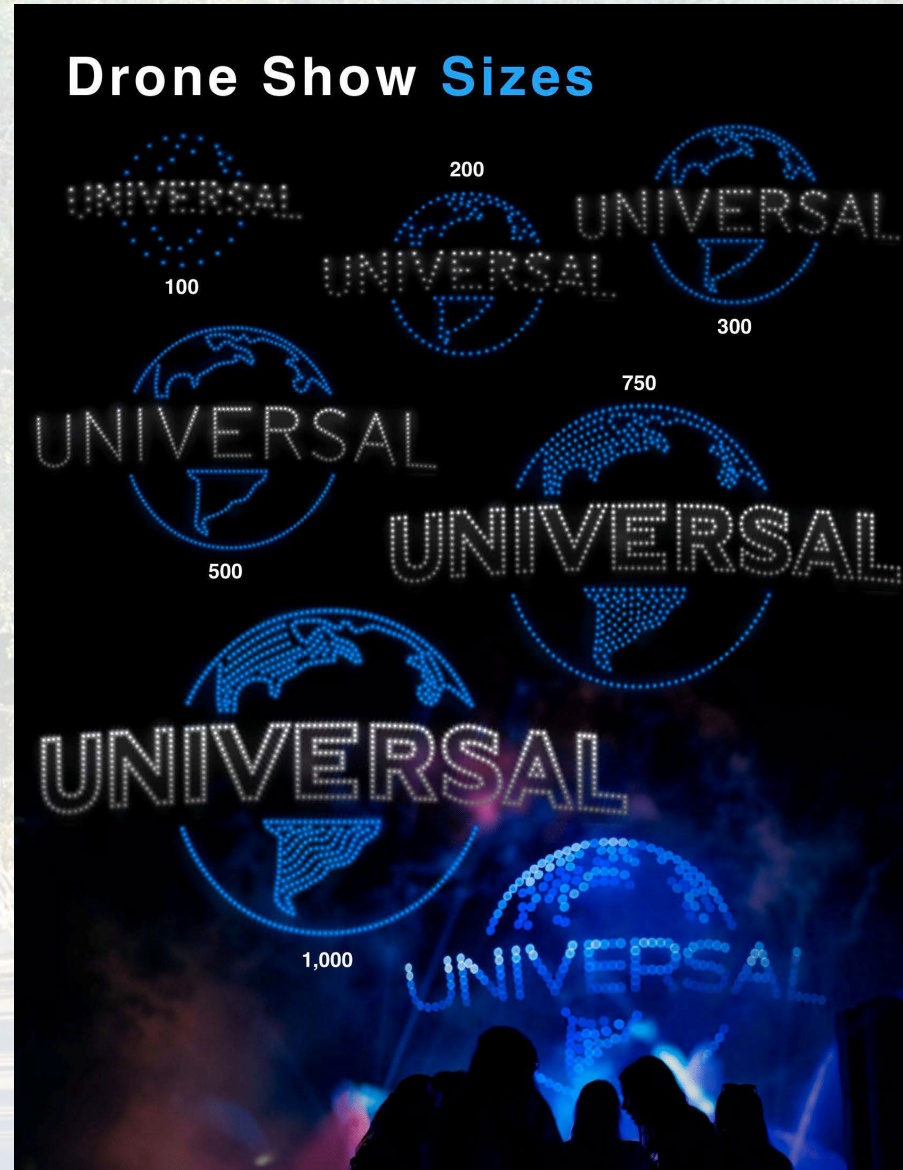


# Proposal 4: Drone Show

- **Vendor: Skyworx**
- **150 drones: \$45,000**
- **350 drones: \$105,000**
- **500 drones: \$150,000**
- **12–13 minute show**
- **Note: Hotel rooms for crew not included**



# Examples of Drone Show Sizes





# Fiscal Impact

- **Fiscal Year 2025–26 Budget allocates \$175,000 for event.**
- **Proposal costs range: \$20,000 to \$150,000 (format dependent).**

# Next Steps

- **Commission recommendation forwarded to City Council.**
- **City Council consideration is tentatively scheduled for January 21, 2026.**
- **Goal: Award contract by February 2026 for adequate planning time.**



# Public Safety Commission Agenda Report

ITEM NO. 5

**DATE:** December 23, 2025

**TO:** Public Safety Commission

**FROM:** Andrew DuBois, Police Sergeant

**SUBJECT:** **South Pasadena Police Department's Military Equipment Use Report for June 2024 - September 2025**

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Presentation of the South Pasadena Police Department's Annual Military Equipment Use Report: June 2024 – September 2025

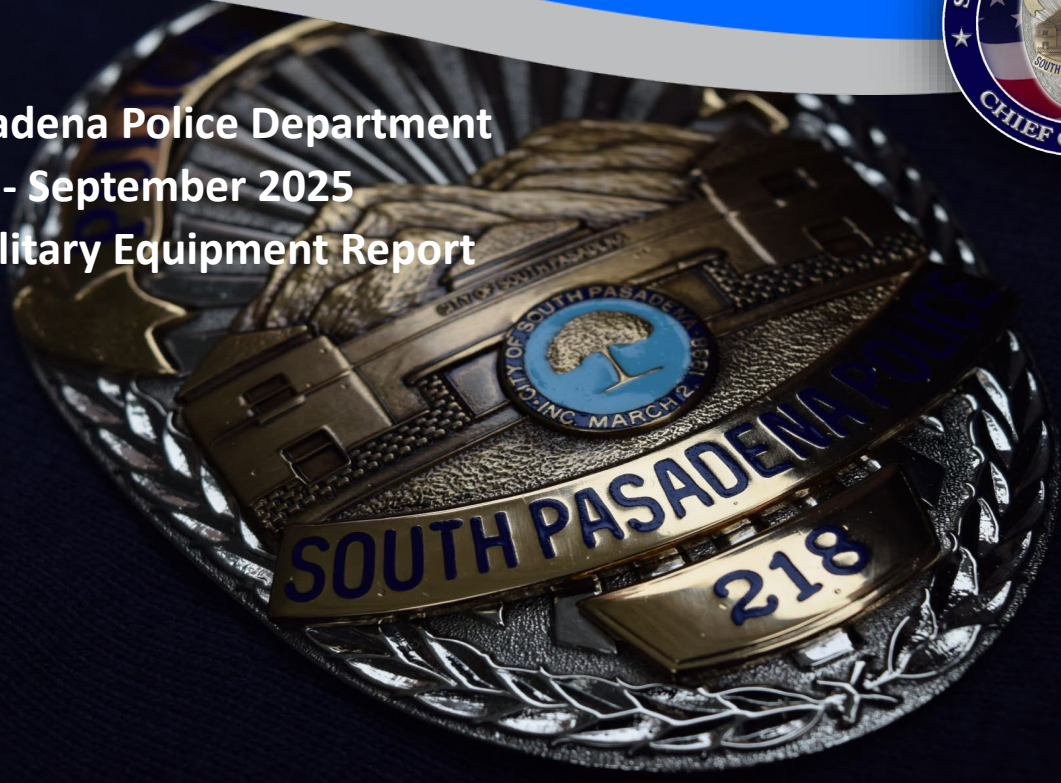
Attachments:

- A. South Pasadena Police Department's Annual Military Equipment Use Report: June 2024 – September 2025.





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



**INSIDE THIS REPORT**

- Our Mission and Values.....2
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- Conclusion .....15



## OUR MISSION AND VALUES

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

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### **Our Core Values**

#### ***Accountability***

To maintain the public's trust.

#### ***Integrity***

In everything we do.

#### ***Respect and Equality***

For all.

#### ***Transparency***

In our actions.



## PREFACE

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

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

### EQUIPMENT OVERVIEW:

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

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



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

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

## **BACKGROUND: ASSEMBLY BILL 481**

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

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

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

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



## SUMMARY AND QUANTITY OF MILITARY EQUIPMENT

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

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

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





## MILITARY EQUIPMENT USE

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

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

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



## SUMMARY OF COMPLAINTS OR CONCERNS

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

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

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

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

## SUMMARY AND RESPONSES TO MILITARY EQUIPMENT USE POLICY VIOLATIONS

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

## FISCAL IMPACT

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

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

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



## TRAINING SUMMARY

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

## TRAINING COSTS

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

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



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

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



## EQUIPMENT COSTS

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

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



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

## TRANSPORTATION, STORAGE, AND UPGRADE COSTS

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

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

## PROJECTED ACQUISITIONS FOR 2025/26

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



## CONCLUSION

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

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

***Committed to Safety, Dedicated to Service"***



### General Contact Information:

#### Office of Professional Standards

1. Via email to: [onlineaccountability@southpasadenaca.gov](mailto:onlineaccountability@southpasadenaca.gov)
2. Via phone call to: 626-403-7297
3. For more information on SPPD Military Equipment, visit:  
<https://www.southpasadenaca.gov/Your-Government/Department-Service-Areas/Police/Military-Equipment-AB-481>



# CITY OF SOUTH PASADENA

## NOTICE OF PUBLIC HEARING

**NOTICE IS HEREBY GIVEN** that the Public Safety Commission of the City of South Pasadena, California, will conduct a Public Hearing pertaining to the item(s) listed below:

**DATE OF HEARING:** Tuesday, December 23, 2025

**TIME OF HEARING:** 5:30 P.M.

**LOCATION OF HEARING:** City Council Chambers  
1424 Mission Street  
South Pasadena, CA 91030

**HEARING ITEM(S):** Annual Review of the South Pasadena Police Department's 2024-2025 Military Equipment Use Report

Note: The documents related to this item may be found at <https://www.southpasadenaca.gov/Your-Government/Boards-Commissions/Public-Safety-Commission> once the agenda for the meeting is posted.

### **INVITATION TO BE HEARD**

Members of the public may participate and be heard in person at the City Council Chambers, via Zoom or by written comments.

### **PUBLIC COMMENTS**

Public Comments and Questions may be submitted as follows:

IN PERSON: Participate in-person at the City Council Chambers

EMAIL: [ccpubliccomment@southpasadenaca.gov](mailto:ccpubliccomment@southpasadenaca.gov)

ZOOM via "Raise Hand" function

Note:

- Reference the hearing title and date in any written correspondence.
- All written correspondence must be received by 12:00 p.m. on hearing date (and as posted on the Agenda)

### **CONTACT INFORMATION**

Further information may be obtained by contacting the following:

Davit Ghazaryan, Management Analyst, (626) 403-7273

In compliance with the American with Disabilities Act (ADA), if you require special assistance, please contact the City Clerk's Division at least 48 hours prior to the meeting to inform us of your needs. The City will make every reasonable attempt to accommodate and assist you.

Dated: 12/03/2025

/s/

Mark Perez

Acting Chief City Clerk

City of South Pasadena





# Public Safety Commission Agenda Report

ITEM NO. 6

**DATE:** December 23, 2025

**TO:** Public Safety Commission

**FROM:** Shannon Robledo, Police Lieutenant  
Kevin Tiet, Management Assistant

**SUBJECT:** **Minutes of the Public Safety Commission Regular Meeting of  
September 23, 2025**

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Consideration of the minutes of the Public Safety Commission Regular Meeting of September 23, 2025.

Attachments:

- A. Minutes of the Public Safety Commission Regular Meeting of September 23, 2025.



**CITY OF SOUTH PASADENA**  
**VIA HYBRID / IN-PERSON**  
**CITY COUNCIL CHAMBERS**  
1424 MISSION STREET, SOUTH PASADENA, CA 91030

**PUBLIC SAFETY COMMISSION REGULAR MEETING MINUTES**  
Tuesday, September 23, 2025, at 4:30 p.m.

**CALL TO ORDER**

The Regular Meeting of the South Pasadena Public Safety Commission was called to order by Chair Holguin on September 23, 2025, at 5:34 p.m. in the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL:**

**PRESENT**

|              |                   |
|--------------|-------------------|
| Chair        | Marcos Holguin    |
| Vice-Chair   | Charley Lu        |
| Commissioner | Bethesda Gee      |
| Commissioner | Walter Cervantes  |
| Commissioner | Armando Munoz     |
| Commissioner | Dr. Stephen Sanko |
| Commissioner | Gabriel Reza      |

**ABSENT**

NONE

Davit Ghazaryan, Management Analyst, announced a quorum.

**OFFICIALS PRESENT:**

Brian Solinsky, Chief of Police, Greg Lloyd, Fire Chief, Omari Ferguson, Councilmember (on Zoom), Richard Lee, Police Detective, Davit Ghazaryan, Management Analyst, Kevin Tiet, Management Assistant were present at Roll Call.

**OFFICIALS ABSENT:**

NONE

**PUBLIC COMMENT**

1. **Public Comment**  
No Public Comment

2. **South Pasadena Police Department: NIBRS Report, August 2025**

Presentation: NIBRS Report, August

Brian Solinsky, Chief of Police presented the NIBRS Report, August 2025.

Chair Holguin asked if there was any change in enforcement strategy in regards to the increase in parking citations. Chief Solinsky responded enforcement strategy remains the same. In addition, Chief Solinsky mentions staffing of personnel has increased. With more staff on the field there will be more enforcement.

Councilmember Ferguson asked about the large power shut off and how Police Department responded to the incident. Chief Solinsky mentioned in the event of a power shut off the city backup generators will power on. Chief Solinsky stated the city will help mitigate and bring resources from all departments to meet the needs of areas in the city that have loss power. Resources can include providing traffic control, additional road signage, offering professional staffing, mass communication notification.

3. **South Pasadena Police Department: Arroyo Vista Elementary School Traffic Safety**

Presentation Arroyo Vista Elementary School Traffic Safety

Mike Sanchez, Police Officer presented the Arroyo Vista Elementary School Traffic Safety

Commissioner Gee asked for additional information on NSAT. Officer Sanchez mentioned NSAT stands for No Stopping Any Time. This is a proposal to turn the street on Railroad alley into a no parking at any time between 7AM-7PM. This will allow the street to have free flowing traffic during school pick up and drop offs. Commissioner Gee followed up with another question on the cost for a crossing guard. Officer Sanchez states with the current contract, the cost is \$50,000.00.

Chair Holguin asked if these safety measures are being considered for other schools within the city. Officer Sanchez mentions patrol division assist with traffic safety at schools within their assigned areas. Staff do have calls of service, but once completed they will patrol the schools.

|                          |
|--------------------------|
| <b>ACTION/DISCUSSION</b> |
|--------------------------|

4. **Minutes of the Public Safety Commission Regular Meeting of August 26, 2025**

Consideration of the minutes of the Public Safety Commission Regular Meeting of August 26, 2025

**A motion was made by Commissioner Cervantes, seconded by Vice Chair Lu, approved by roll call vote, Item No.4 the Meeting Minutes of the August 26, 2025 Public Safety Commission Regular Meeting as presented.**

**AYES:** Chair Holguin, Vice Chair Lu, Commissioner Gee, Commissioner Cervantes Commissioner Munoz, Commissioner Sanko

**NOES:** None.

**ABSENT:** None.

**ABSTAINED:** Commissioner Reza

## INFORMATION REPORTS

None.

## COMMUNICATIONS

### 5. City Council Liaison Communications

Council member Ferguson mentioned he visited school districts with Chief Lloyd about high hazard severity zones. He wanted to thank Chief Lloyd for taking the time to visit the schools and in addition, thanked the schools for making the space to hold these events.

### 6. Staff Liaison Communications

Chief Lloyd will be presenting at NREC in regards to the new fire hazard severity zones maps. He also mentioned the community had a positive reaction and was understanding. Most of the majority of the concerns from the community regarded insurance rates and delineating between a hazard map and a risk map.

Chief Solinsky stated there will be a need to hold a public hearing for the police department military equipment. Police Department will send a calendar to the commission to select a date to hold the public hearing.

### 7. Commissioner Communications

Commissioner Cervantes expressed his concerns in regards to safety that a few city owned secured properties have seen to be unlocked and tampered with. He also mentioned city should take on Caltrans owned property in the city as they are not very well maintained.

Vice Chair Lu expressed his concerns if there is anything the departments can do to keep city streets safe in regards to two fatal accidents that had occurred recently.

Commissioner Gee will provide outreach to connect the resource officer to the coordinator at the schools.

Commissioner Reza thanked Chief Solinsky on his retirement and service.

## ADJOURNMENT

There being no further matters, Chair Holguin adjourned the meeting of the Public Safety Commission at 5:29 p.m., to the next Regular Public Safety Commission meeting scheduled for Tuesday, October 28, 2025 at 5:30 p.m.

Respectfully Submitted:

\_\_\_\_\_  
Kevin Tiet  
Management Assistant

Approved By:

\_\_\_\_\_  
Marcos Holguin  
Chair



## Public Safety Commission Agenda Report

ITEM NO. 7

**DATE:** December 23, 2025

**TO:** Public Safety Commission

**FROM:** Shannon Robledo, Police Lieutenant  
Davit Ghazaryan, Management Analyst

**SUBJECT:** **Minutes of the Public Safety Commission Special Meeting of  
October 13, 2025**

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Consideration of the minutes of the Public Safety Commission Special Meeting of  
October 13, 2025.

Attachments:

- A. Minutes of the Public Safety Commission Special Meeting of October 13,  
2025.



**CITY OF SOUTH PASADENA**  
VIA HYBRID / IN-PERSON  
CITY COUNCIL CHAMBERS  
1424 MISSION STREET, SOUTH PASADENA, CA 91030

**PUBLIC SAFETY COMMISSION SPECIAL MEETING MINUTES**  
Monday, October 13, 2025, at 4:30 p.m.

**CALL TO ORDER**

The Special Meeting of the South Pasadena Public Safety Commission was called to order by Commissioner Bethesda Gee on October 13, 2025, at 4:47 p.m. in the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL:**

**PRESENT**

|              |                   |
|--------------|-------------------|
| Commissioner | Bethesda Gee      |
| Commissioner | Dr. Stephen Sanko |
| Commissioner | Gabriel Reza      |

**ABSENT**

|              |                  |
|--------------|------------------|
| Chair        | Marcos Holguin   |
| Vice-Chair   | Charley Lu       |
| Commissioner | Walter Cervantes |
| Commissioner | Armando Munoz    |

Davit Ghazaryan, Management Analyst, announced a non-quorum and stated that the meeting will be informational.

**OFFICIALS PRESENT:**

Greg Lloyd, Fire Chief, Shannon Robledo, Police Lieutenant, Merrill Ladenheim, Deputy-Chief of Police, Andrew DuBois, Police Sergeant, Davit Ghazaryan, Management Analyst, Kevin Tiet, Management Assistant were present at Roll Call.

**OFFICIALS ABSENT:**

Brian Solinsky, Chief of Police, Omari Ferguson, Councilmember

**PUBLIC COMMENT**

1. **Public Comment**  
No Public Comment

## PRESENTATION

### 2. South Pasadena Police Department's Annual Military Equipment Use Report: June 2024 – September 2025

Presentation of the South Pasadena Police Department's Annual Military Equipment Use Report: June 2024 – September 2025.

Andrew DuBois, Police Sergeant presented the South Pasadena Police Department's Annual Military Equipment Use Report: June 2024 – September 2025.

Commissioner Gee asked regarding recycling and disposing of the old rounds to make sure it's done in a sustainable and environmentally sound way. Sgt. DuBois responded that bases are made of aluminum and they get sent out to the recycler, along with spent brass and led from the range but stated that he's not sure how recyclable the plastic and foam components of rounds are.

Commissioner Sanko asked where the training is conducted. Sgt. DuBois responded that training is done at the Department's range and each officer is allowed to fire 2 training or expired rounds each year to make sure they are familiar with the weapon system. Commissioner Sanko asked whether Sgt. DuBois can offer some examples or circumstances that the tools would be used. Sgt. DuBois responded that patrol rifles, for example, would be used during any high-risk event (e.g. active shooter, bank robbery etc.) and non-lethal rounds will be used when there is a chance to de-escalate the situation.

Commissioner Gee asked whether in case of protests, especially in light of recent immigration enforcement activities, the Police Department will be cooperating with federal agents or ensure that citizens safety and would the presented military-designated equipment be used in those instances. Sgt. DuBois responded that the South Pasadena Police Department doesn't participate in ICE raids and federal government operations and if there is a call for help from a member of the public or another law-enforcement agency, the Police Department will respond and do its best to sort things out.

Commissioner Sanko asked whether all measures have been taken to make sure the military equipment is properly and safely stored, especially for the personnel of the Police and Fire Departments. Sgt. DuBois responded that yes, there is an internal spreadsheet to keep track of that. Commissioner Sanko asked whether the Police Department carries tourniquets and was given a positive answer.

Commissioner Gee asked that if the South Pasadena Police Department was asked to assist the Los Angeles Police Department would they be using their own inventory and who would bear the financial burden. Sgt. DuBois responded that the South Pasadena Police Department would use its own equipment and get reimbursed afterwards.

Commissioner Sanko asked if the Police Department actively practices with EMS in terms of extrications in hot and warm zones and are there practices and protocols regarding that. Sgt. DuBois responded that it's been a number of years since the Department has run a full-scale drill with the Fire Department.

Commissioner Sanko asked if the Police Department has ever put on an informative piece on gun safety in South Pasadena and was told that no, it has not. Commissioner Sanko suggested that such an educational event would be very much welcomed by the community and thanked Sgt. DuBois for his presentation.

Lt. Robledo added that the South Pasadena Police Department has readily available gun locks that are free of charge. Commissioner Gee stated that in her opinion many members of the public don't have that information and it would be great to put it out there to ensure the public is informed.

## ADJOURNMENT

There being no further matters, Chair Holguin adjourned the meeting of the Public Safety Commission at 5:13 p.m., to the next Regular Public Safety Commission meeting scheduled for Tuesday, October 28, 2025 at 5:30 p.m.

Respectfully Submitted:

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Davit Ghazaryan  
Management Analyst

Approved By:

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Marcos Holguin  
Chair





# Public Safety Commission Agenda Report

ITEM NO. 8

**DATE:** December 23, 2025

**TO:** Public Safety Commission

**FROM:** Greg Lloyd, Fire Chief

**SUBJECT:** **South Pasadena Fire Department: Los Angeles County Health Services Measure B Funding**

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South Pasadena Fire Department: Los Angeles County Health Services Measure B Funding.

Attachments:

- A. Staff Report: Consideration of Adoption of Resolution No. XXX To Accept Los Angeles County Health Services Measure B Funding in the Amount Up To \$197,396 and Authorize Purchase of EMS Equipment.



# City Council Agenda Report

|          |
|----------|
| ITEM NO. |
|----------|

**DATE:** January 21, 2026

**FROM:** Todd Hileman, City Manager

**PREPARED BY:** Greg Lloyd, Fire Chief

**SUBJECT:** **CONSIDERATION OF ADOPTION OF RESOLUTION NO. XXX TO ACCEPT LOS ANGELES COUNTY HEALTH SERVICES MEASURE B FUNDING IN THE AMOUNT UP TO \$197,396 AND AUTHORIZE PURCHASE OF EMS EQUIPMENT**

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## Recommendation

Staff respectfully recommends that the City Council take the following actions:

1. Accept Los Angeles County Health Services Measure B funding in the total amount of \$197,396 awarded to the City of South Pasadena.
2. Authorize the City Manager (or designee) to execute and submit all documents required to receive and administer the Measure B funds.
3. Authorize any necessary budget adjustments to recognize and appropriate the Measure B revenue and corresponding equipment expenditures, and to reallocate previously budgeted local funds as described below.

## Executive Summary

Los Angeles County has approved Measure B funding for the City of South Pasadena Fire Department in the amount of \$197,396 to support critical EMS equipment purchases. The award will fund one cardiac monitor (\$65,118) and two power cots with loading systems (\$132,278). These purchases will strengthen patient assessment and treatment capabilities, improve operational readiness, and reduce responder injury risk associated with manual patient lifting. Because the gurney purchase will now be supported with Measure B funds, staff recommends returning \$121,000 previously allocated in the FY 2025–26 budget for this purpose to the General Fund.

## Background

Los Angeles County Health Services Measure B is a countywide special tax dedicated to supporting trauma and emergency medical services (EMS) capabilities and related preparedness. The County periodically makes Measure B funding available to local jurisdictions for eligible, one-time EMS and trauma-related needs, including equipment that improves patient outcomes and responder safety.

The City of South Pasadena submitted a funding request for EMS equipment replacement/modernization, and the County approved the City's request in the amount of \$197,396 for the equipment identified above.

Separately, the City's FY 2025–26 adopted budget included local funding in the amount of \$121,000 under account 101-5010-5011-8520 to purchase gurneys as an employee health and safety measure. With Measure B funding now available for the gurney-related purchase, these General Fund dollars are no longer needed for that purpose.

### **Analysis**

#### **Cardiac Monitor (\$65,118)**

The Fire Department's cardiac monitoring and defibrillation equipment is a mission-critical component of advanced life support (ALS) operations. Purchasing a new cardiac monitor will support reliable patient monitoring and ALS functions consistent with field requirements and County EMS protocols, replacing a unit that is over 15 years old.

#### **Power Cots and Loading Systems (2 units; \$132,278)**

Power cots and powered loading systems reduce the need for manual lifting, improving employee safety by decreasing the risk of lifting-related injuries and enhancing safe loading/unloading operations. This aligns with the City's ongoing commitment to workplace health and safety.

Because Measure B funds will reimburse eligible purchases for the approved equipment, the \$121,000 included in the FY 2025–26 budget under account 101-5010-5011-8520 for gurneys can be released and returned to the General Fund through a budget adjustment. This change maintains the intended health and safety outcome while freeing General Fund resources for other City priorities. Following City Council action, staff will procure the equipment in accordance with City purchasing policies and any Measure B requirements. Staff will document expenditures and submit reimbursement requests to the County per program guidelines.

### **Fiscal Impact**

There is no net fiscal impact to the City associated with the approved Measure B-funded purchases. The City may initially pay vendor invoices through standard purchasing processes and will then seek reimbursement through Los Angeles County Health Services Measure B based on eligible purchases made. Additionally, approval of this action will allow the City to return \$121,000 currently budgeted in FY 2025–26 under account 101-5010-5011-8520 (originally allocated for gurney purchases as an employee health and safety measure) to the General Fund, since the gurneys will now be funded through Measure B reimbursement.



## Public Safety Commission Agenda Report

ITEM NO. 9

**DATE:** December 23, 2025  
**TO:** Public Safety Commission  
**FROM:** Greg Lloyd, Fire Chief  
**SUBJECT:** **South Pasadena Fire Department: California Fire Foundation Grant**

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South Pasadena Fire Department: California Fire Foundation Grant.

Attachments:

- A. Staff Report: Consideration To Adopt Resolution No. XXX Authorizing the Acceptance of a \$25,000 Grant From The California Fire Foundation and Authorizing the Execution of Grant Agreements and Related Documents Related For an Emergency Preparedness Community Outreach Plan.



# City Council Agenda Report

ITEM NO.

**DATE:** January 21, 2026

**FROM:** Todd Hileman, City Manager

**PREPARED BY:** Greg Lloyd, Fire Chief

**SUBJECT:** **CONSIDERATION TO ADOPT RESOLUTION NO. XXX  
AUTHORIZING THE ACCEPTANCE OF A \$25,000 GRANT FROM  
THE CALIFORNIA FIRE FOUNDATION AND AUTHORIZING THE  
EXECUTION OF GRANT AGREEMENTS AND RELATED  
DOCUMENTS RELATED FOR AN EMERGENCY PREPAREDNESS  
COMMUNITY OUTREACH PLAN**

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## Recommendation

Staff recommends that the City Council adopt Resolution No. XXX:

1. Authorizing acceptance of a \$25,000 grant award from the California Fire Foundation to implement an Emergency Preparedness Community Outreach Plan to increase community enrollment in the City's emergency alerting and communication system; and
2. Authorizing the City Manager (or designee) to execute all grant agreements and related documents required to receive and administer the funds, subject to City Attorney review; and
3. Authorizing a budget adjustment, if needed, to recognize grant revenue and appropriate expenditures for implementation of the outreach plan.

## Executive Summary

The California Fire Foundation has awarded the City of South Pasadena a \$25,000 grant to fund an Emergency Preparedness Community Outreach Plan intended to significantly increase public participation in the City's emergency alerting and communication system. The City currently utilizes Connect South Pasadena; however, staff is also evaluating other platforms that may provide improved coordination and communication.

At present, community enrollment is estimated at approximately 10 percent, which limits the City's ability to deliver timely, life-safety information during emergencies. The grant-funded outreach plan establishes a measurable target of 75 percent community enrollment through a coordinated, multi-channel public education and sign-up campaign, leveraging community events, partnerships, and targeted communications.

Council action is requested to adopt a resolution authorizing acceptance of the grant funds, authorizing the City Manager (or designee) to execute required grant documents, and authorizing any necessary budget adjustment to recognize revenue and appropriate expenditures consistent with grant requirements. Matching support for the grant will be provided through staff time devoted to executing outreach and education activities and

managing and reporting on the grant.

## **Background**

The ability to rapidly communicate accurate, life-safety information to residents and businesses is essential during emergencies such as wildfires, wind events, hazardous materials incidents, evacuations, major traffic disruptions, and other incidents that impact public safety. The City currently uses Connect South Pasadena as its emergency alerting and communication software.

Current enrollment is estimated at approximately 10 percent of the community, which limits the effectiveness of emergency messaging and the City's ability to provide timely direction during incidents. The Fire Department, in coordination with City staff, is also evaluating other platforms that may provide improved coordination and communication; however, the effectiveness of any platform depends heavily on broad community participation.

The California Fire Foundation has awarded the City \$25,000 to support an Emergency Preparedness Community Outreach Plan with the goal of increasing enrollment in the City's emergency alerting and communication system to 75 percent of the community.

## **Analysis**

Acceptance of this grant will allow the City to implement a structured outreach effort designed to significantly increase enrollment and preparedness awareness through coordinated public education, in-person events, and targeted communications.

Program goal:

Increase enrollment in the City's emergency alerting and communication platform from approximately 10 percent to 75 percent through a focused, measurable outreach plan.

Planned outreach activities

Grant-funded activities are anticipated to include:

A citywide enrollment campaign using consistent messaging, easy "how-to" materials, and multilingual outreach, as feasible

In-person enrollment support at community events (e.g., farmers market, school events, library events, City Hall), including "sign-up stations" and QR-code-based enrollment

Partnership outreach with schools, HOAs, senior-serving organizations, faith-based organizations, and local businesses to broaden participation

Direct communication efforts such as utility-bill inserts, targeted postcards, flyers, and digital communications

Preparedness workshops and demonstrations aligned with CERT/Ready campaigns and seasonal hazard awareness (fire season/wind events)

Performance tracking to monitor enrollment gains over time and adjust outreach methods to meet the 75 percent target

Platform considerations

The City currently uses Connect South Pasadena. Staff is evaluating whether other platforms may provide improved coordination and communication (e.g., enhanced mapping, two-way messaging, multilingual capabilities, or integration with other systems). Grant activities will be structured to support enrollment and engagement regardless of the platform ultimately selected, consistent with grant requirements.

## **Fiscal Impact**

The California Fire Foundation award provides \$25,000 in grant funding for the outreach plan. Fiscal impact will include approximately \$10,000 in additional staffing costs to execute the

campaign. Staff will focus on leveraging currently budgeted events, such as CERT training, and the use of on-duty Fire Department personnel to remain within existing budget parameters. Matching support for the purpose of this grant will involve staff time devoted to executing education and outreach activities and administering, managing, and reporting on the grant.

Upon Council approval to accept the grant, staff will process a budget adjustment (if not already included in the adopted budget) to:

Record \$25,000 in grant revenue

Appropriate \$25,000 in expenditures for outreach materials, printing/mailing, event support, translation services, as feasible, and related program costs consistent with the grant award

### **Key Performance Indicators and Strategic Plan**

This project aligns with the City's Strategic Plan Goal 3 to develop a comprehensive emergency response plan to ensure public safety through active response and recovery efforts.