CITY OF SOUTH PASADENA
CITY COUNCIL

AGENDA

REGULAR COUNCIL MEETING
WEDNESDAY, SEPTEMBER 3, 2025, 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	Janet Braun
ROLL CALL:	Mayor	Janet Braun
	Mayor Pro Tem	Sheila Rossi
	Councilmember	Michael A. Cacciotti
	Councilmember	Jon Primuth
	Councilmember	Omari Ferguson
PLEDGE OF ALLEGIANCE:	Councilmember	Omari Ferguson

PUBLIC COMMENT GUIDELINES

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

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

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

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

CLOSED SESSION ANNOUNCEMENTS

1. CLOSED SESSION ANNOUNCEMENTS

PUBLIC COMMENT

2. 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.

PRESENTATIONS

3. A PROCLAMATION RECOGNIZING THE ONEONTA CLUB FOUNDATION FOR 50 YEARS OF PHILANTHROPY, LEADERSHIP AND SERVICE

CHANGES TO THE AGENDA

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

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

5. CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $236,496.69; GENERAL CITY WARRANTS IN THE AMOUNT OF $261,275.35; ONLINE PAYMENTS IN THE AMOUNT OF $165,954.98; VOIDS IN THE AMOUNT OF ($0); PAYROLL IN THE AMOUNT OF $1,114,353.18

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

6. CONSIDERATION OF APPROVAL OF THE CITY COUNCIL SPECIAL STUDY SESSION MEETING MINUTES AND THE CITY COUNCIL REGULAR CITY COUNCIL MEETING MINUTES FOR AUGUST 20, 2025.

Recommendation
It is recommended that the City Council approve the minutes from the Special Study Session Meeting and the Regular City Council Meeting held on August 20, 2025.

7. CONSIDERATION OF ADOPTION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, DELEGATING TO THE CITY MANAGER THE AUTHORITY TO APPROVE THE SETTLEMENT OF CLAIMS AND LAWSUITS AGAINST THE CITY FOR AMOUNTS UP TO AND INCLUDING $50,000

Recommendation
It is recommended that the City Council adopt the Resolution delegating to the City Manager authority to approve the settlement of claims and lawsuits for amounts up to and including $50,000.

8. CONSIDERATION OF APPROVAL OF A DISCRETIONARY FUNDS REQUEST FROM COUNCILMEMBER CACCIOTTI IN THE AMOUNT OF UP TO $900 FOR THE ANNUAL STRATFORD BLOCK PARTY EVENT

Recommendation
It is recommended that the City Council consider:
1. Finding that the requested allocation of discretionary funds to support the Annual Stratford Block Party (Event) serves a public purpose benefitting the City; the expenditure is free from any conflict of interest that arise from the use of the funds; and that the expenditure is not a gift to any individual, corporation or municipality and is only used to benefit the general public of the City; and
2. Based on such findings, approve the requested expenditure of discretionary funds of up to $900 to support the Event.

9. CONSIDERATION OF A RESOLUTION APPROVING THE CITYWIDE SALARY SCHEDULE, APPROVING TITLE CHANGES FOR SELECT POSITIONS AND

ELIMINATING VARIOUS JOB CLASSIFICATIONS RESULTING FROM THE CLASSIFICATION AND COMPENSATION SURVEY

Recommendation

It is recommended that the City Council consider adoption of the proposed Resolution to:

1. Approve and establish the Citywide Salary Schedule commencing on September 8, 2025;
2. Approve the recommended title changes for select positions; and
3. Approve the elimination of various classifications that are no longer needed.

10. CONSIDERATION OF SECOND READING AND ADOPTION OF AN ORDINANCE OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING SECTION 19A.26 (LOUD PARTY) OF CHAPTER 19A (NOISE REGULATION) OF THE SOUTH PASADENA MUNICIPAL CODE TO REGULATE LOUD AND UNRULY GATHERINGS

Recommendation

Staff recommends the City Council adopt the ordinance amending Section 19A.26 (Loud party) of Chapter 19A (Noise Regulation) of the South Pasadena Municipal Code to regulate loud and unruly gatherings.

11. CONSIDERATION OF SECOND READING AND ADOPTION OF AN ORDINANCE AMENDING CHAPTER 36 (ZONING) OF THE SOUTH PASADENA MUNICIPAL CODE AS IT RELATES TO HEIGHT, DENSITY AND DEVELOPMENT STANDARDS IN THE CITY'S ZONING AND OVERLAY DISTRICTS AND AMENDING THE CITY'S ZONING MAP TO IMPLEMENT THE CITY'S 2021-2029 (6TH CYCLE) HOUSING ELEMENT

Recommendation

It is recommended that the City Council adopt an Ordinance amending Chapter 36 of the South Pasadena Municipal Code (Zoning Code) as it relates to height, density and development standards in the City's zoning and overlay districts and amending the City's Zoning Map to implement the City's 2021-2029 (6th Cycle) Housing Element.

12. CONSIDERATION OF APPROVAL OF THE FIFTH AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH MNJ ADVISORS, INC. FOR TEMPORARY STAFFING SERVICES, IN THE AMOUNT OF $22,000 FOR A NEW TOTAL NOT-TO-EXCEED AMOUNT OF $175,000 AND TO EXTEND THE TERMINATION DATE THROUGH OCTOBER 3, 2025

Recommendation

It is recommended that the City Council consider approving the proposed Fifth Amendment to the Professional Services Agreement with MNJ Advisors, Inc., to extend the agreement through October 3, 2025, and increase the compensation in the amount of $22,000 for continued temporary staffing services, for a new total not-to-exceed compensation amount of $175,000.

ACTION/DISCUSSION

13. CONSIDERATION OF APPROVAL OF AN AGREEMENT WITH THE SOUTH PASADENA CHAMBER OF COMMERCE FOR ECONOMIC DEVELOPMENT ACTIVITIES THROUGH A FUNDING ALLOCATION OF BUSINESS IMPROVEMENT

TAX REVENUES IN THE AMOUNT OF $82,000, AND RECEIVE AND FILE THE SOUTH PASADENA CHAMBER OF COMMERCE ANNUAL REPORT

Recommendation

It is recommended that the City Council consider:

1. Approving an agreement with the South Pasadena Chamber of Commerce (Chamber) for economic development activities through a funding allocation of Business Improvement Tax revenues in the amount of $82,000; and
2. Receive and file the South Pasadena Chamber of Commerce Annual Report.

PUBLIC COMMENT - CONTINUED

14. 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

15. COUNCILMEMBER COMMUNICATIONS

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

16. CITY MANAGER COMMUNICATIONS

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

September 17, 2025	Regular City Council Meeting	7:00 P.M.
October 1, 2025	Regular City Council Meeting	7:00 P.M.
October 15, 2025	Regular City Council Meeting	7:00 P.M.
November 5, 2025	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 September 3, 2025, 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.

08/28/2025	/S/
Date	Mark Perez, Acting Chief City Clerk

City Council Agenda Report

ITEM NO. 3

DATE: September 3, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Mark Perez, Acting Chief City Clerk

SUBJECT: **A PROCLAMATION RECOGNIZING THE ONEONTA CLUB FOUNDATION FOR 50 YEARS OF PHILANTHROPY, LEADERSHIP AND SERVICE**

Attachment:
Attachment No. 1 - Proclamation Recognizing The Oneonta Club Foundation

Attachment No. 1

CITY OF SOUTH PASADENA

PROCLAMATION

A Proclamation Recognizing
The Oneonta Club Foundation
For 50 Years of Philanthropy, Leadership and Service

WHEREAS, The Oneonta Club Foundation was established in 1975 as a 501c3 nonprofit organization by Philip V. Swan to carry on and support the scholarship work of the Oneonta Club in South Pasadena; and

WHEREAS, Since 1975, with the care, wisdom and stewardship of past presidents, Philip V. Swan, Berkely Johnston, Ross MacMichael and William J. Cullinane, and current president Dean Serwin, The Oneonta Club Foundation's endowment fund has grown; and

WHEREAS, Currently, The Oneonta Club Foundation annually awards three $10,000 tuition-based scholarships to South Pasadena High School college-bound seniors; and

WHEREAS, In 1988, The Oneonta Club Foundation also began awarding annual grants to the South Pasadena Unified School District Teachers of the Year (one grant to an elementary level teacher and one grant to a secondary level teacher), which are currently $1000 each; and

WHEREAS, Over the past 50 years, The Oneonta Club Foundation has awarded $750,000 in scholarships to more than 130 graduating seniors in South Pasadena; and

WHEREAS, Since 1988, The Oneonta Club Foundation has awarded more than $50,000 in direct grants to South Pasadena Unified School District Teachers of the Year; and

WHEREAS, The City of South Pasadena honors and recognizes The Oneonta Club Foundation, on its 50th anniversary, for its outstanding philanthropy and ongoing commitment to service to the South Pasadena community;

NOW, THEREFORE, I, Janet Braun, Mayor of the City of South Pasadena, on behalf of the South Pasadena City Council, hereby recognize the outstanding contributions of The Oneonta Club Foundation to our City and congratulate The Oneonta Club Foundation on 50 years of scholarship, leadership and service.

_____ September 3, 2025

Janet Braun, Mayor **Date**

City Council Agenda Report

ITEM NO. 5

DATE: September 3, 2025

FROM: Todd Hileman, City Manager

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

SUBJECT: **CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $236,496.69; GENERAL CITY WARRANTS IN THE AMOUNT OF $261,275.35; ONLINE PAYMENTS IN THE AMOUNT OF $165,954.98; VOIDS IN THE AMOUNT OF ($0); PAYROLL IN THE AMOUNT OF $1,114,353.18**

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

Executive Summary
Prepaid Warrants:
Warrant # 321903-321931: **$152,142.02**
ACH: **$84,354.67**
Voids: **($0)**

General City Warrants
Warrant # 321932-321989: **$173,853.14**
ACH: **$87,422.21**
Voids: **($0)**

Payroll Period Ending 08/15/2025: **$1,107,083.98**
Payroll Off-Cycle 08/07/2025: **$3,059.51**
Payroll Off-Cycle 08/18/2025: **$4,209.69**
Online Payments: **$165,954.98**

Total: $1,778,080.20

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 - Prepayment Warrant Summary
Attachment No. 3 - General Warrant Summary
Attachment No. 4 - Online Payments
Attachment No. 5 - Payroll Report

City of South Pasadena
Demand/Warrant Register

Date 9/3/2025

Recap by fund	**Fund No.**	**Amounts**	
		Prepaid	**Written**
General Fund	101	182,323.29	127,779.41
Insurance Fund	103	8,262.20	-
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	-	-
Local Transit Return "A"	205	8,043.37	8,991.96
SLFRF Fund	206	-	-
Local Transit Return "C"	207	-	-
TEA/Metro	208	-	-
Sewer Fund	210	35.68	1,619.75
CTC Traffic Improvement	211	-	-
SB2 Planning Grant	213	-	-
Rogan HR5294 Grant	214	-	-
Street Lighting Fund	215	1,207.27	13,726.61
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	1,216.57	1,032.11
County Park Bond Fund	232	-	-
Measure R	233	-	-
Measure M	236	-	-
Road Maint & Rehab (SB1)	237	-	-
MSRC Grant Fund	238	-	-
Measure W	239	-	-
Measure H	241	-	-
Prop C Exchange Fund	242	-	-
Bike & Pedestrian Paths	245	-	-
BTA Grants	248	-	-
Golden Street Grant	249	-	-
Capital Growth Fund	255	-	-
CDBG	260	-	-
OTS Grant	269	-	1,526.24
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	-	-
Sewer Capital Projects Fund	310	-	-
400 Capital Improvement Program	400	-	31,450.00
Water Fund	500	17,355.43	74,734.27
Water Efficiency Fund	503	-	415.00
2016 Water Revenue Bonds Fund	505	-	-
SRF Loan - Water	506	-	-
Water & Sewer Impact Fee	510	-	-
Public Financing Authority	550	-	-
Payroll Clearing Fund	700	18,052.88	-
			-
	Column Totals:	236,496.69	261,275.35

City Report Totals:	497,772.04
Payroll Period Ending: 08/15/2025	1,107,083.98
Payroll Off-Cycle: 08/07/2025	3,059.51
Payroll Off-Cycle: 08/18/2025	4,209.69
Online Payments	165,954.98
Grand Report Total:	**1,778,080.20**

Janet Braun, Mayor

William Castrillon, Budget and Purchasing Manager

Mark Perez, Acting Chief City Clerk

Accounts Payable

Check Detail

User: tfernandez
Printed: 08/25/2025 - 10:41AM

Check Number	Check Date	Amount
TRCSMGMT - Monfette, Greg		
321903	08/14/2025	
Inv Musick/Kwon SoP		5,000.00
321903 Total:		5,000.00
TRCSMGMT - Monfette, Greg Total:		5,000.00
Total:		5,000.00

Accounts Payable

Check Detail

User: tfernandez
Printed: 08/25/2025 - 10:39AM

Check Number	Check Date	Amount
AFLA7010 - AFLAC		
0	08/19/2025	
Inv 583924		693.35
Inv 600334		1,013.15
0 Total:		1,706.50
AFLA7010 - AFLAC Total:		1,706.50
AMAZONCP - Amazon Capital Services, Inc.		
0	08/19/2025	
Inv 19TR-LCHL-GDXR		114.99
Inv 1MVY-TG3X-3HM3		24.18
0 Total:		139.17
AMAZONCP - Amazon Capital Services, Inc. Total:		139.17
AME0229 - Ameritas		
0	08/19/2025	
Inv DentalJune 2025		11,136.12
Inv Vision June2025		2,759.80
0 Total:		13,895.92
AME0229 - Ameritas Total:		13,895.92
AT&T5011 - AT&T		
321906	08/19/2025	
Inv 24813461002105		8.85
Inv 33184107563432		31.54
321906 Total:		40.39
AT&T5011 - AT&T Total:		40.39
ATLRR816 - Atkinson, Andelson, Loya, Rudd & Romo		
0	08/19/2025	
Inv 743071		4,597.95
Inv 751940		672.00
Inv 756360		995.40

Check Number	Check Date	Amount
0 Total:		6,265.35
ATLRR816 - Atkinson, Andelson, Loya, Rudd & Romo Total:		6,265.35
CIN4011 - AT&T Mobility		
321907	08/19/2025	
Inv 287288006612X08		3,621.49
Inv 287312118886X08		5,445.90
321907 Total:		9,067.39
CIN4011 - AT&T Mobility Total:		9,067.39
CINTAS - Cintas Corporation		
321909	08/19/2025	
Inv 8407498875		82.65
Inv 9327277570		144.20
Inv 9327381416		144.76
321909 Total:		371.61
CINTAS - Cintas Corporation Total:		371.61
COBR7131 - The Advantage Group		
0	08/19/2025	
Inv 186640		288.00
0 Total:		288.00
COBR7131 - The Advantage Group Total:		288.00
CPSH2013 - CPS HR Consulting		
321910	08/19/2025	
Inv 0017211		10,000.00
321910 Total:		10,000.00
CPSH2013 - CPS HR Consulting Total:		10,000.00
CRSC2013 - Capital Research & Consulting LLC		
321908	08/19/2025	
Inv 3410		3,206.06
321908 Total:		3,206.06
CRSC2013 - Capital Research & Consulting LLC Total:		3,206.06
CSAC2012 - Public Risk, Innovation, Solutions, and Management		
0	08/19/2025	

Check Number	Check Date	Amount
Inv 25100440		33.00
0 Total:		33.00
CSAC2012 - Public Risk, Innovation, Solutions, and Management Total:		33.00
CWNC2501 - Carl Warren & Company		
0	08/19/2025	
Inv June 2025		3,229.20
0 Total:		3,229.20
CWNC2501 - Carl Warren & Company Total:		3,229.20
ERCARRYO - Arroyo, Eric		
321905	08/19/2025	
Inv 3703		1,000.00
321905 Total:		1,000.00
ERCARRYO - Arroyo, Eric Total:		1,000.00
FDBC8025 - Fast Deer Bus Charter Inc.		
321911	08/19/2025	
Inv 14063		1,470.00
Inv 14142		1,470.00
321911 Total:		2,940.00
FDBC8025 - Fast Deer Bus Charter Inc. Total:		2,940.00
HBMLMAJ - Hanna, Brophy, MacLean, McAleer & Jensen, LLP		
321912	08/19/2025	
Inv 2305623		3,482.50
321912 Total:		3,482.50
HBMLMAJ - Hanna, Brophy, MacLean, McAleer & Jensen, LLP Total:		3,482.50
LOAH2011 - Angel Hami Ho		
321904	08/19/2025	
Inv 2415-06		1,786.00
Inv 2415-07		126.00
321904 Total:		1,912.00
LOAH2011 - Angel Hami Ho Total:		1,912.00
MIS3041 - Mission District Lofts		
321913	08/19/2025	

Check Number	Check Date	Amount
Inv 2024		580.00
Inv 2025		919.00
321913 Total:		1,499.00
MIS3041 - Mission District Lofts Total:		1,499.00
PSLSV802 - Pasadena Live Scan Service		
321914	08/19/2025	
Inv 398		300.00
321914 Total:		300.00
PSLSV802 - Pasadena Live Scan Service Total:		300.00
PSPCINC - Public Sector Personnel Consultants, Inc.		
321915	08/19/2025	
Inv 3788		3,000.00
321915 Total:		3,000.00
PSPCINC - Public Sector Personnel Consultants, Inc. Total:		3,000.00
RUBINBRO - RubinBrown LLP		
321916	08/19/2025	
Inv 1063333		12,289.00
Inv 1064934		6,111.00
321916 Total:		18,400.00
RUBINBRO - RubinBrown LLP Total:		18,400.00
SGMC2013 - Apramian, Glen John		
0	08/19/2025	
Inv 135056.0		175.00
Inv 136544.0		530.00
Inv 140080		650.00
Inv 140238		175.00
Inv 142639		120.00
Inv 144165		650.00
Inv 146985		295.00
Inv 149524		250.00
Inv 152057		795.00
Inv 153274		795.00
Inv 153472		795.00
Inv 153503		795.00
Inv 153534		795.00
Inv 153701		175.00
Inv 153750		175.00
Inv 153911		175.00
Inv 99214		120.00

Check Number	Check Date	Amount
0 Total:		7,465.00
SGMC2013 - Apramian, Glen John Total:		7,465.00
SIGRESOL - Signature Resolution, LLC		
0	08/19/2025	
Inv PR63440		8,250.00
0 Total:		8,250.00
SIGRESOL - Signature Resolution, LLC Total:		8,250.00
SOU5132 - South Coast A.Q.M.D		
321918	08/19/2025	
Inv 4565189		167.19
Inv 4565194		167.19
Inv 4565271		565.63
Inv 4566632		170.94
Inv 4566653		170.94
Inv 4566896		170.94
321918 Total:		1,412.83
SOU5132 - South Coast A.Q.M.D Total:		1,412.83
STA5219 - Staples Business Advantage		
0	08/19/2025	
Inv 6036605773		96.66
Inv 6036605778		561.03
Inv 6037063179		43.11
Inv 6037506561		157.26
Inv 6037506563		25.74
Inv 6037942034		-276.25
Inv 6038113819		42.74
Inv 6038113822		41.75
Inv 6038246875		101.76
Inv 6038246876		19.88
Inv 6038696455		200.07
0 Total:		1,013.75
STA5219 - Staples Business Advantage Total:		1,013.75
STKLINFO - Sterling Infosystems Inc.		
321919	08/19/2025	
Inv 10202281		327.19
Inv 10354371		188.46
321919 Total:		515.65

Check Number	Check Date	Amount
STKLINFO - Sterling Infosystems Inc. Total:		515.65
THES8267 - Siegel, Theodore		
321917	08/19/2025	
Inv 982025		150.00
321917 Total:		150.00
THES8267 - Siegel, Theodore Total:		150.00
TIM4011 - Charter Communications Holdings, LLC		
0	08/19/2025	
Inv 188598001080125		83.95
Inv 188598901080125		61.32
0 Total:		145.27
TIM4011 - Charter Communications Holdings, LLC Total:		145.27
WBCP2011 - WBCP, Inc.		
321920	08/19/2025	
Inv 7352		10,021.00
Inv 7379		85.48
Inv 7391		17,594.00
321920 Total:		27,700.48
WBCP2011 - WBCP, Inc. Total:		27,700.48
XRXF5010 - Xerox Financial Services		
321921	08/19/2025	
Inv 40779798		2,209.46
321921 Total:		2,209.46
XRXF5010 - Xerox Financial Services Total:		2,209.46
Total:		129,638.53

Accounts Payable

Check Detail

User: tfernandez
Printed: 08/25/2025 - 10:46AM

Check Number	Check Date	Amount
AMAZONCP - Amazon Capital Services, Inc.		
0	08/21/2025	
Inv 1GR9-CJ7T-3VDD		44.13
Inv 1MCD-XHHJ-KNHL		12.14
Inv 1TX7-7GKF-M9XT		38.66
Inv 1W7C-RY7D-FMGH		316.50
0 Total:		411.43
AMAZONCP - Amazon Capital Services, Inc. Total:		411.43
COBR7131 - The Advantage Group		
0	08/21/2025	
Inv 187758		288.00
0 Total:		288.00
COBR7131 - The Advantage Group Total:		288.00
CPC4011 - California Police Chiefs Association		
321923	08/21/2025	
Inv 11427		803.00
321923 Total:		803.00
CPC4011 - California Police Chiefs Association Total:		803.00
CSD3014 - Ca. State Disbursement Unit		
321922	08/21/2025	
Inv PR 08.15.2025		903.69
321922 Total:		903.69
CSD3014 - Ca. State Disbursement Unit Total:		903.69
HIRNADA - Nada Bus, Inc.		
321927	08/21/2025	
Inv 52665		2,530.00
Inv 52690		2,530.00
321927 Total:		5,060.00

Check Number	Check Date	Amount
HIRNADA - Nada Bus, Inc. Total:		5,060.00
LAKEVIEW - Sharma, Nitish		
321929	08/21/2025	
Inv 42		6,000.00
Inv 43		38,250.00
Inv 44		6,880.00
321929 Total:		51,130.00
LAKEVIEW - Sharma, Nitish Total:		51,130.00
MNBL8170 - Crestline Software, LLC		
0	08/21/2025	
Inv #INV14366		2,441.78
Inv #INV14427		2,557.72
0 Total:		4,999.50
MNBL8170 - Crestline Software, LLC Total:		4,999.50
MPLC8021 - Motion Picture Licensing Corp.		
321926	08/21/2025	
Inv 504462095		916.72
321926 Total:		916.72
MPLC8021 - Motion Picture Licensing Corp. Total:		916.72
NIDODEHE - Nido de Heuvos LLC		
0	08/21/2025	
Inv 22500		12,600.00
0 Total:		12,600.00
NIDODEHE - Nido de Heuvos LLC Total:		12,600.00
POR4707 - United Site Services, Inc.		
321931	08/21/2025	
Inv INV-5514911		607.46
321931 Total:		607.46
POR4707 - United Site Services, Inc. Total:		607.46
POS5265 - Post Alarm Systems		
0	08/21/2025	
Inv 1833726		123.70
0 Total:		123.70

POS5265 - Post Alarm Systems Total:		123.70
QLET8032 - Quality Entertainment		
321928	08/21/2025	
Inv BWS12.13A		275.00
321928 Total:		275.00
QLET8032 - Quality Entertainment Total:		275.00
SCFT0000 - Franchise Tax Board		
321924	08/21/2025	
Inv PR 08.15.2025		134.98
321924 Total:		134.98
SCFT0000 - Franchise Tax Board Total:		134.98
SCFT0001 - Franchise Tax Board		
321925	08/21/2025	
Inv PR 08.15.2025		90.00
321925 Total:		90.00
SCFT0001 - Franchise Tax Board Total:		90.00
SOGA6501 - SoCalGAS		
321930	08/21/2025	
Inv 7/1/2025-8/1/20		13.80
321930 Total:		13.80
SOGA6501 - SoCalGAS Total:		13.80
SSDV2018 - Sandoval, Sheila		
0	08/21/2025	
Inv PR 08.15.2025		1,321.79
0 Total:		1,321.79
SSDV2018 - Sandoval, Sheila Total:		1,321.79
STA5219 - Staples Business Advantage		
0	08/21/2025	
Inv 6032493216		54.52
Inv 6035143592		240.07
Inv 6036973470		171.96
Inv 6037580728		87.58
Inv 6038853639		73.15

Check Number	Check Date	Amount
Inv 6039172246		138.07
Inv 6039496627		172.27
Inv 6039496628		386.97
0 Total:		1,324.59
STA5219 - Staples Business Advantage Total:		1,324.59
WLHD8020 - Westlake Hardware		
0	08/21/2025	
Inv 14305651		251.43
Inv 14305653		1,182.06
Inv 14305655		478.72
Inv 14305665		243.73
Inv 14305671		155.27
Inv 14305676		465.75
Inv 14305684		366.48
Inv 14305686		84.96
Inv 14305689		123.73
Inv 14305690		115.84
Inv 14305699		80.61
Inv 14305701		251.67
Inv 14305703		90.51
Inv 14305706		41.96
Inv 14305708		113.78
Inv 14305716		154.68
Inv 14305717		118.29
Inv 14305722		245.12
Inv 14305723		182.00
Inv 14305724		26.48
Inv 14305725		59.67
Inv 14305729		94.93
Inv 14305731		223.02
Inv 14305736		156.87
Inv 14305743		303.21
Inv 14305744		61.78
Inv 14305745		48.60
Inv 14305746		110.48
Inv 14305752		1,041.09
Inv 14305757		182.66
Inv 14305762		130.31
Inv 14305763		119.21
Inv 14305774		47.47
Inv 14305775		494.72
Inv 14305779		55.58
Inv 14305781		117.04
Inv 14305784		30.92
Inv 14305793		131.36
Inv 14305796		77.70
Inv 14305797		87.46
Inv 14305798		41.50
Inv 14305803		93.42
Inv 14305808		222.89
Inv 14305811		297.38

Check Number	Check Date	Amount
Inv 14305814		181.02
Inv 14305818		65.27
Inv 14305819		279.44
Inv 14305821		196.88
Inv 14305823		563.00
Inv 14305824		459.96
Inv 14305825		202.78
Inv 14305826		56.32
Inv 14305828		79.50
Inv 14305835		165.74
Inv 14305837		334.33
Inv 14305838		59.64
Inv 14305856		158.32
Inv 14305860		250.48
Inv 14305862		193.08
Inv 14305863		181.13
Inv 14305866		37.95
Inv 14305868		57.44
Inv 14305869		11.04
Inv 14305870		140.25
Inv 14305871		146.61
Inv 14305872		96.74
Inv 14305873		157.89
Inv 14305877		22.04
Inv 14305882		64.80
Inv 14305885		8.82
Inv 14305886		617.50
Inv 14305887		250.63
Inv 14305890		1,169.53
Inv 14305891		100.32
Inv 14305911		238.02
Inv 14305913		87.24
Inv 14305923		297.07
Inv 14305924		265.16
Inv 14305926		93.95
Inv 14305928		249.28
Inv 14305931		198.86
Inv 14305936		117.91
Inv 14305938		128.70
Inv 14305946		1,104.93
Inv 14305953		611.92
Inv 14305969		607.62
Inv 14305970		198.57
Inv 14305971		497.14
Inv 14305972		146.89
Inv 14305974		34.22
Inv 14305977		62.49
Inv 14305979		207.64
Inv 14305982		396.10
0 Total:		20,854.50
WLHD8020 - Westlake Hardware Total:		20,854.50

Check Number	Check Date	Amount
Total:		101,858.16

Accounts Payable

Check Detail

User: tfernandez
Printed: 08/25/2025 - 10:48AM

Check Number	Check Date	Amount
ACTM3010 - Robert Half International, Inc.		
0	08/21/2025	
Inv 65268166		1,900.00
Inv 65292125		1,662.50
0 Total:		3,562.50
ACTM3010 - Robert Half International, Inc. Total:		3,562.50
ADHA6116 - Herrera, Adam		
321958	08/21/2025	
Inv 8/10/2025		39.76
321958 Total:		39.76
ADHA6116 - Herrera, Adam Total:		39.76
ALEA8031 - Altounian, Alexis		
321933	08/21/2025	
Inv 94105465		1,366.00
321933 Total:		1,366.00
ALEA8031 - Altounian, Alexis Total:		1,366.00
ALH0179 - Alhambra Car Wash		
321932	08/21/2025	
Inv July 2025		400.00
321932 Total:		400.00
ALH0179 - Alhambra Car Wash Total:		400.00
AMAZONCP - Amazon Capital Services, Inc.		
0	08/21/2025	
Inv 173K-T69N-HMRK		46.91
Inv 1CJP-1DNM-DWR1		342.54
Inv 1CYR-7XX1-FVWN		123.32
Inv 1HX9-TRD1-NCLW		1,954.80
Inv 1K6V-7NJ7-VC1H		89.48
Inv 1KHY-9HVV-79XX		17.44
Inv 1KRT-LP7Y-3L76		456.70

Check Number	Check Date	Amount
Inv 1KYD-C7G6-FQ71		245.05
Inv 1QNV-WFDD-MWCM		469.00
Inv 1TKY-TQQF-CNX4		1,126.00
0 Total:		4,871.24
AMAZONCP - Amazon Capital Services, Inc. Total:		4,871.24
AMTIR4 - The Reinalt-Thomas Corporation DBA		
321984	08/21/2025	
Inv 2141393		680.04
321984 Total:		680.04
AMTIR4 - The Reinalt-Thomas Corporation DBA Total:		680.04
ANCR8020 - Corrao, Anthony		
321946	08/21/2025	
Inv 07/25/25		250.00
Inv 08/06/25		194.71
321946 Total:		444.71
ANCR8020 - Corrao, Anthony Total:		444.71
ATGC8530 - CU Technology		
0	08/21/2025	
Inv 12710		499.00
0 Total:		499.00
ATGC8530 - CU Technology Total:		499.00
BRMR8267 - BRIT West Soccer		
321937	08/21/2025	
Inv BritWestAUG25		3,868.80
321937 Total:		3,868.80
BRMR8267 - BRIT West Soccer Total:		3,868.80
CAL5236 - Dy-Dee Services of Pasadena, Inc.		
321951	08/21/2025	
Inv 2476351		97.45
Inv 2479687		98.60
321951 Total:		196.05
CAL5236 - Dy-Dee Services of Pasadena, Inc. Total:		196.05

Check Number	Check Date	Amount
CAN0607 - Cantu Graphics Inc.		
321940	08/21/2025	
Inv 64546-2		44.53
321940 Total:		44.53
CAN0607 - Cantu Graphics Inc. Total:		44.53
CAV831 - Cavenaugh, William J.		
321941	08/21/2025	
Inv 09/08-12/25		1,240.00
321941 Total:		1,240.00
CAV831 - Cavenaugh, William J. Total:		1,240.00
CGPH4011 - Phillips, Craig		
321977	08/21/2025	
Inv 08/07-09/25		439.95
321977 Total:		439.95
CGPH4011 - Phillips, Craig Total:		439.95
CGUSA - Compass Group USA, Inc.		
321945	08/21/2025	
Inv SOC267865		52.47
Inv SOC268341		124.89
Inv SOC273529		61.42
Inv SOC273896		52.47
321945 Total:		291.25
CGUSA - Compass Group USA, Inc. Total:		291.25
CINFIRE - Cintas Corporation No. 2		
321943	08/21/2025	
Inv 0F19718730		576.29
321943 Total:		576.29
CINFIRE - Cintas Corporation No. 2 Total:		576.29
CINTA3 - Cintas Corporation		
321942	08/21/2025	
Inv 4236068082		371.01
Inv 4236824165		419.17
Inv 4237526911		615.95
Inv 4238999668		371.01
321942 Total:		1,777.14

Check Number	Check Date	Amount
CINTA3 - Cintas Corporation Total:		1,777.14
COMC2011 - Comcate Software, Inc.		
321944	08/21/2025	
Inv 9013		3,164.12
321944 Total:		3,164.12
COMC2011 - Comcate Software, Inc. Total:		3,164.12
CRPC7000 - Pech, Carlos		
321976	08/21/2025	
Inv 08/12-15/25		555.00
321976 Total:		555.00
CRPC7000 - Pech, Carlos Total:		555.00
CRSR2010 - Corodata Shredding Inc.		
0	08/21/2025	
Inv DN1534392		215.08
0 Total:		215.08
CRSR2010 - Corodata Shredding Inc. Total:		215.08
CSULB40 - CSULB Foundation		
321947	08/21/2025	
Inv 08/18-20/2025		447.00
321947 Total:		447.00
CSULB40 - CSULB Foundation Total:		447.00
CUR7778 - L.N. Curtis & Sons		
321963	08/21/2025	
Inv INV972871		1,140.00
321963 Total:		1,140.00
CUR7778 - L.N. Curtis & Sons Total:		1,140.00
DACA4011 - Calderon, David		
321938	08/21/2025	
Inv 07/18/25		37.55
321938 Total:		37.55

Check Number	Check Date	Amount
DACA4011 - Calderon, David Total:		37.55
DGHAZARY - Ghazaryan, Davit		
321953	08/21/2025	
Inv 08/3-5/2025		494.56
321953 Total:		494.56
DGHAZARY - Ghazaryan, Davit Total:		494.56
DOO0805 - Dooley Enterprises Inc		
321949	08/21/2025	
Inv 70434		6,852.90
321949 Total:		6,852.90
DOO0805 - Dooley Enterprises Inc Total:		6,852.90
DSP0755 - D & S Printing		
321948	08/21/2025	
Inv 7013		458.58
321948 Total:		458.58
DSP0755 - D & S Printing Total:		458.58
DUB0187 - DuBois, Andrew		
321950	08/21/2025	
Inv 010371		120.70
321950 Total:		120.70
DUB0187 - DuBois, Andrew Total:		120.70
EMSQIPAR - Givot, David		
0	08/21/2025	
Inv SPFD-07/2025		2,499.00
0 Total:		2,499.00
EMSQIPAR - Givot, David Total:		2,499.00
ENT5426 - The Aby Manufacturing Group Inc		
321983	08/21/2025	
Inv 0189460-IN		963.20
321983 Total:		963.20
ENT5426 - The Aby Manufacturing Group Inc Total:		963.20

Check Number	Check Date	Amount
ERCARRYO - Arroyo, Eric		
321935	08/21/2025	
Inv 3724		1,625.00
321935 Total:		1,625.00
ERCARRYO - Arroyo, Eric Total:		1,625.00
ERNMCACO - Camacho, Ernest M.		
321939	08/21/2025	
Inv 361-09		31,450.00
321939 Total:		31,450.00
ERNMCACO - Camacho, Ernest M. Total:		31,450.00
FLCGRP - Flock Group, Inc.		
0	08/21/2025	
Inv INV-66969		1,300.00
0 Total:		1,300.00
FLCGRP - Flock Group, Inc. Total:		1,300.00
GALL5011 - Galls, LLC		
321952	08/21/2025	
Inv 032034785		148.71
Inv 032072318		-22.45
Inv 032098795		19.71
Inv 032110770		194.66
Inv 032154677		19.71
321952 Total:		360.34
GALL5011 - Galls, LLC Total:		360.34
GLA4521 - Gladwell Government Services, Inc.		
321954	08/21/2025	
Inv 5645		700.00
321954 Total:		700.00
GLA4521 - Gladwell Government Services, Inc. Total:		700.00
GLBMSRHT - Global Music Rights, LLC		
321955	08/21/2025	
Inv INV-GMR-117336		850.00
321955 Total:		850.00

Check Number	Check Date	Amount
GLBMSRHT - Global Music Rights, LLC Total:		850.00
GRED4011 - Gramajo, Ederson		
321956	08/21/2025	
Inv 07/07-11/25		189.12
Inv 07/22-25/25		282.67
321956 Total:		471.79
GRED4011 - Gramajo, Ederson Total:		471.79
GREK8031 - Kilpatrick, Gregory		
321962	08/21/2025	
Inv 94230463		590.00
321962 Total:		590.00
GREK8031 - Kilpatrick, Gregory Total:		590.00
GRTE2011 - Granite Telecommunications, LLC		
0	08/21/2025	
Inv 709581803		55.46
0 Total:		55.46
GRTE2011 - Granite Telecommunications, LLC Total:		55.46
HGSI6010 - Harry's Glass Shop Inc.		
321957	08/21/2025	
Inv 25-46690		281.62
321957 Total:		281.62
HGSI6010 - Harry's Glass Shop Inc. Total:		281.62
HIRNADA - Nada Bus, Inc.		
321970	08/21/2025	
Inv 52660		2,530.00
Inv 52671		2,530.00
Inv 52682		2,530.00
321970 Total:		7,590.00
HIRNADA - Nada Bus, Inc. Total:		7,590.00
IICC8025 - Occupational Health Centers of California		
321972	08/21/2025	
Inv 18472936		53.00
321972 Total:		53.00

IICC8025 - Occupational Health Centers of California Total:		53.00
JFHL4011 - Jeff Holland		
321961	08/21/2025	
Inv 07/21-23/25		663.66
321961 Total:		663.66
JFHL4011 - Jeff Holland Total:		663.66
JHMS8020 - JHM Supply Inc		
0	08/21/2025	
Inv 360069/1		338.52
Inv 390301/1		58.55
Inv 390302/1		95.57
Inv K90069/1		197.95
0 Total:		690.59
JHMS8020 - JHM Supply Inc Total:		690.59
JSAR4011 - Jack's Auto Repair		
321960	08/21/2025	
Inv 202288		66.00
Inv 20271		66.00
Inv 20272		66.00
Inv 20275		66.00
321960 Total:		264.00
JSAR4011 - Jack's Auto Repair Total:		264.00
LEBE8032 - Betts, Lemar		
321936	08/21/2025	
Inv INV.SKATEAUG25		1,522.50
321936 Total:		1,522.50
LEBE8032 - Betts, Lemar Total:		1,522.50
LEOWEB - Leo Web Protect Inc.		
321965	08/21/2025	
Inv 81154365984		166.66
321965 Total:		166.66
LEOWEB - Leo Web Protect Inc. Total:		166.66
LIFE822 - Life-Assist Inc.		

Check Number	Check Date	Amount
321966	08/21/2025	
Inv 1623933		214.81
321966 Total:		214.81
LIFE822 - Life-Assist Inc. Total:		214.81
LOGH8031 - How, Logan		
321959	08/21/2025	
Inv RALPHS7.24		48.82
321959 Total:		48.82
LOGH8031 - How, Logan Total:		48.82
MER2145 - Merit Oil Company		
321967	08/21/2025	
Inv 911014		1,796.23
Inv 913163		3,481.92
321967 Total:		5,278.15
MER2145 - Merit Oil Company Total:		5,278.15
MICH4011 - Sanchez, Michael		
321979	08/21/2025	
Inv 07/21-23/25		862.58
321979 Total:		862.58
MICH4011 - Sanchez, Michael Total:		862.58
MMA2011 - MMASC		
321968	08/21/2025	
Inv 11636		30.00
321968 Total:		30.00
MMA2011 - MMASC Total:		30.00
MNBL8170 - Crestline Software, LLC		
0	08/21/2025	
Inv #INV14255		28,513.68
Inv #INV14597		28,504.56
Inv #INV14758		2,646.50
Inv #INV15005		2,947.86
0 Total:		62,612.60
MNBL8170 - Crestline Software, LLC Total:		62,612.60

Check Number	Check Date	Amount
MOSAICPP - Mosaic Public Partners LLC		
321969	08/21/2025	
Inv 1811		8,250.00
321969 Total:		8,250.00
MOSAICPP - Mosaic Public Partners LLC Total:		8,250.00
NBSFIN - NBS Government Finance Group		
321971	08/21/2025	
Inv 202506-2442		1,861.78
321971 Total:		1,861.78
NBSFIN - NBS Government Finance Group Total:		1,861.78
OLNP8010 - LCM-NEWS, Inc.		
321964	08/21/2025	
Inv 82878		133.00
321964 Total:		133.00
OLNP8010 - LCM-NEWS, Inc. Total:		133.00
OVDR8011 - OverDrive Inc.		
0	08/21/2025	
Inv 01148CO25231037		3,979.91
Inv 01148CO25231038		1,704.51
Inv 01148CO25231040		1,405.22
0 Total:		7,089.64
OVDR8011 - OverDrive Inc. Total:		7,089.64
PERSIGYM - Persi, Samantha		
0	08/21/2025	
Inv PERSIS-AUG25		1,200.00
0 Total:		1,200.00
PERSIGYM - Persi, Samantha Total:		1,200.00
PHS4011 - Pasadena Humane Society		
321974	08/21/2025	
Inv AUG2025SoPas		15,797.45
321974 Total:		15,797.45
PHS4011 - Pasadena Humane Society Total:		15,797.45

Check Number	Check Date	Amount
PRKWOD - Parkwood Landscape Maintenance, Inc.		
321973	08/21/2025	
Inv 109799		1,770.00
Inv 109875		51,894.22
321973 Total:		53,664.22
PRKWOD - Parkwood Landscape Maintenance, Inc. Total:		53,664.22
PSLSV802 - Pasadena Live Scan Service		
321975	08/21/2025	
Inv 388		488.00
Inv 407		469.00
321975 Total:		957.00
PSLSV802 - Pasadena Live Scan Service Total:		957.00
PUWA8020 - Pure Water		
0	08/21/2025	
Inv 214695		66.24
0 Total:		66.24
PUWA8020 - Pure Water Total:		66.24
RHCC7101 - Rio Hondo College		
321978	08/21/2025	
Inv X25-64-ZSPS		228.00
321978 Total:		228.00
RHCC7101 - Rio Hondo College Total:		228.00
RIAL6501 - Arriola, Richard		
321934	08/21/2025	
Inv 7/31/2025		18.62
321934 Total:		18.62
RIAL6501 - Arriola, Richard Total:		18.62
SPEC5011 - Spectrum Gas Products		
321981	08/21/2025	
Inv 0000878072		54.00
321981 Total:		54.00
SPEC5011 - Spectrum Gas Products Total:		54.00

Check Number	Check Date	Amount
SPUSDD - South Pasadena Unified School District		
321980	08/21/2025	
Inv CAMPMEDJULY2025		1,655.00
321980 Total:		1,655.00
SPUSDD - South Pasadena Unified School District Total:		1,655.00
SUVA8022 - Sunset Vans Inc.		
321982	08/21/2025	
Inv 100911		155.00
Inv 100912		155.00
Inv 100913		155.00
Inv 100914		310.00
321982 Total:		775.00
SUVA8022 - Sunset Vans Inc. Total:		775.00
TROYINDU - Troy Industries, Inc		
0	08/21/2025	
Inv 133563		2,148.00
0 Total:		2,148.00
TROYINDU - Troy Industries, Inc Total:		2,148.00
ULIN8021 - Uline, Inc.		
0	08/21/2025	
Inv 195826958		309.96
0 Total:		309.96
ULIN8021 - Uline, Inc. Total:		309.96
UND6710 - Underground Service Alert/SC		
321985	08/21/2025	
Inv 25-260405		47.89
Inv 720250718		276.00
321985 Total:		323.89
UND6710 - Underground Service Alert/SC Total:		323.89
UPP7789 - Upper San Gabriel Valley MWD		
321986	08/21/2025	
Inv SoPas 8.11.2025		415.00
321986 Total:		415.00

Check Number	Check Date	Amount
UPP7789 - Upper San Gabriel Valley MWD Total:		415.00
UQMS8010 - Unique Management Services, Inc.		
0	08/21/2025	
Inv 6142309		302.90
0 Total:		302.90
UQMS8010 - Unique Management Services, Inc. Total:		302.90
VTMS4011 - Vital Medical Services, LLC		
321987	08/21/2025	
Inv 4708		694.00
321987 Total:		694.00
VTMS4011 - Vital Medical Services, LLC Total:		694.00
WBCP2011 - WBCP, Inc.		
321988	08/21/2025	
Inv 7415		10,164.00
321988 Total:		10,164.00
WBCP2011 - WBCP, Inc. Total:		10,164.00
ZAVA4011 - Zavala, Jeanette		
321989	08/21/2025	
Inv 0020018076		15.00
Inv 08/07/2025		226.12
321989 Total:		241.12
ZAVA4011 - Zavala, Jeanette Total:		241.12
Total:		261,275.35

City of
SOUTH PASADENA

Online Payment Log			
Date	**Vendor**	**Amount**	**Description**
8/12/2025	Pitney Bowes	$2,000.00	Postage Meter Pre-Paid Funds (06/12/2025-08/21/2025).
8/25/2025	UMPQUA Bank	$19,070.68	Online Payment for July 2025 Citywide Credit Card Expenses.
8/26/2025	So Cal Edison	$22,805.19	Online Payment for City Owned Electric Account # 3859.
8/28/2025	So Cal Edison	$124,079.11	Online Payment for City Owned Electric Account # 1581.
Total:		***$165,954.98***	

Payroll

Payroll Summary Report

Payroll Date:	**08.15.2025**	**Regular**		
Checks			$	828.05
Direct Deposits			$	569,448.37
IRS Payments			$	116,909.99
EDD - State of CA			$	35,644.91
PERS Pension			$	134,107.02
Deferred Comp			$	31,811.63
PERS Health			$	218,334.01
		Subtotal:	**$**	**1,107,083.98**

Payroll Date:	**08.07.2025**	**Off Cycle**		
Checks			$	2,550.57
Direct Deposits			$	-
IRS Payments			$	383.17
EDD - State of CA			$	125.77
PERS Pension			$	-
Deferred Comp			$	-
PERS Health			$	-
		Subtotal:	**$**	**3,059.51**

Payroll Date:	**08.18.2025**	**Off Cycle**		
Checks			$	3,233.67
Direct Deposits				
IRS Payments			$	714.34
EDD - State of CA			$	261.68
PERS Pension				
Deferred Comp				
PERS Health			$	-
		Subtotal:	**$**	**4,209.69**
		Grand Total:	**$**	**1,114,353.18**

City Council Agenda Report

ITEM NO. 6

DATE: September 3, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Mark Perez, Acting Chief City Clerk

SUBJECT: **CONSIDERATION OF APPROVAL OF THE CITY COUNCIL SPECIAL STUDY SESSION MEETING MINUTES AND THE CITY COUNCIL REGULAR CITY COUNCIL MEETING MINUTES FOR AUGUST 20, 2025.**

Recommendation
It is recommended that the City Council approve the minutes from the Special Study Session Meeting and the Regular City Council Meeting held on August 20, 2025.

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 - August 20, 2025 - Study Session City Council Meeting Minutes
Attachment No. 2 - August 20, 2025 Regular City Council Meeting Minutes

CITY OF SOUTH PASADENA
STUDY SESSION MEETING

M I N U T E S
WEDNESDAY, AUGUST 20, 2025, AT 6:00 P.M.

CALL TO ORDER

The Study Session Meeting of the South Pasadena City Council was called to order by Mayor Braun on Wednesday, August 20, 2025, at 6:06 P.M. in the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, California.

ROLL CALL

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

ABSENT:

Mark Perez, Acting Chief City Clerk, announced a quorum.

CITY STAFF PRESENT

Todd Hileman, City Manager; Roxanne Diaz, City Attorney; Mark Perez, Acting Chief City Clerk; were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

ACTION/DISCUSSION

1. REVIEW AND DISCUSSION OF RECOMMENDATIONS OF REVISIONS TO THE CITY'S TREE ORDINANCE IN CHAPTER 34 OF THE SOUTH PASADENA MUNICIPAL CODE

Recommendation

It is recommended that the City Council review and provide feedback on recommended revisions to the South Pasadena Municipal Code Chapter 34 Trees and Shrubs (Tree Ordinance) and direct staff to draft an updated tree ordinance to be presented to City Council at a future meeting.

Michael Vartanians, Principal Engineer, and Danielle Garcia, Management Analyst, gave a presentation and responded to questions from the City Council.

In Person Public Comment

Sam Burgess, John and Angelo Gladding spoke regarding the item.

Zoom Public Comment

Samantha Hill spoke regarding the item.

After extensive discussion, the City Council directed staff to draft an updated tree ordinance to be presented to the City Council at a future meeting.

ADJOURNMENT

There being no further matters, Mayor Braun adjourned the study session meeting of the City Council at 7:07 P.M.

Respectfully submitted:

_____
Mark Perez
Acting Chief City Clerk

APPROVED:

_____
Janet Braun
Mayor

ATTEST:

_____
Mark Perez
Acting Chief City Clerk

CITY OF SOUTH PASADENA
CITY COUNCIL - REGULAR MEETING

M I N U T E S
WEDNESDAY, AUGUST 20, 2025, AT 7:00 P.M.

CALL TO ORDER:

The Regular Meeting of the South Pasadena City Council was called to order by Mayor Braun on Wednesday, August 20, 2025, at 7:07 P.M. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

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

Mark Perez, Acting Chief City Clerk announced a quorum.

CITY STAFF PRESENT:

Todd Hileman, City Manager; Roxanne Diaz, City Attorney; Mark Perez, Acting Chief City Clerk were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

PLEDGE OF ALLEGIANCE

The Flag Salute was led by Mayor Braun.

There was a moment of silence in honor of Joanne Nuckols.

CLOSED SESSION ANNOUNCEMENTS

1. CLOSED SESSION ANNOUNCEMENTS

A. <u>CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION</u>
Government Code Section 54956.9 (d)(1)

1. Birtha Alamilla v. City of South Pasadena, Los Angeles Superior Court Case Number 23AHCV02499
2. Gilda Riazi v. City of South Pasadena, Los Angeles Superior Court Case Number 24STLC08621
3. Dennis Diekmann v. City of South Pasadena, Los Angeles Superior Court Case Number 23AHCV02463
4. In re: Purdue Pharma L.P., et al., Debtors (Chapter 11), United States Bankruptcy Court Southern District of New York, Case No. 19-23649 (SHL)

B. <u>REAL PROPERTY NEGOTIATIONS</u>
Government Code Section 54956.8

Housing Authority Property Addresses:
a. 1503 El Centro Street, APN: 5315-003-903
b. 1507 El Centro Street, APNs: 5315-003-904 and 5315-003-902

Agency Negotiator: Todd Hileman, Executive Director/ City Manager
Negotiating Party: Related SoCal Development, LLC
Under Negotiation: Price and Terms of Payment

The City Attorney made a closed session announcement with regard to Item A.4 stating that the City Council provided direction to the City Manager/City Attorney's office to participate in the class action litigation regarding the national opioid settlements. The City Attorney also stated that the City Council held a closed session on July 30, 2025 regarding labor negotiations, and there was no reportable action from that closed session.

PUBLIC COMMENT

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

<u>In Person Public Comments</u>

Kay Mouradian spoke regarding "Marengo Matters" and street traffic.

Shlomo Nitzani spoke regarding potholes throughout the city.

Dang Tran spoke regarding traffic safety on Marengo Avenue.

Casey Law spoke regarding traffic safety on Marengo Avenue.

Jessica and Ada Law spoke regarding traffic safety.

Josh Betta spoke regarding Joanne Nuckols.

Anne Bagasao spoke regarding an upcoming food drive put on by the South Pasadena Tenants Union. She spoke in honor of Joanne Nuckols.

Zoom Public Comments

Yvonne LaRose spoke regarding her recently attended seminar and the first responders.

CHANGES TO THE AGENDA

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

Item No. 29 was heard prior to Item No. 27

CONSENT CALENDAR

Mayor Pro Tem Rossi pulled Item No. 18 for separate discussion. Item Nos. 8 and 22 were pulled for separate discussion via public comment. A motion was made by Councilmember Cacciotti and seconded by Councilmember Primuth to approve Item Nos. 4-7, 9-17, 19-21 and 23-26 of the consent calendar, as presented. The motion carried 5-0, by the following vote:

AYES: Cacciotti, Ferguson, Primuth, Rossi, Mayor Braun
NOES: None.
ABSENT: None.
ABSTAINED: None.

4. CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $7,730,283.02; GENERAL CITY WARRANTS IN THE AMOUNT OF $2,256,931.39; ONLINE PAYMENTS IN THE AMOUNT OF $173,867.18; VOIDS IN THE AMOUNT OF ($4,428,730.00); PAYROLL IN THE AMOUNT OF $ $3,148,017.33

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

A motion was made to approve the recommendation on the Consent Calendar.

5. CONSIDERATION OF APPROVAL OF THE CITY COUNCIL SPECIAL JOINT MEETING MINUTES WITH THE FINANCE COMMISSION FOR APRIL 16, 2025 AND THE CITY COUNCIL REGULAR CITY COUNCIL MEETING MINUTES FOR APRIL 16, 2025 AND JUNE 18, 2025

Recommendation

It is recommended that the City Council approve the minutes from the Special Joint City Council and Finance Commission Meeting held on April 16, 2025 and the Regular City Council Meetings held on April 16, 2025 and June 18, 2025.

A motion was made to approve the recommendation on the Consent Calendar.

6. CONSIDERATION OF CHANGING THE REQUIREMENTS OF THE FIRE ENGINEER JOB DESCRIPTION TO ALIGN WITH THE CALIFORNIA VEHICLE CODE

Recommendation

It is recommended that the City Council:

1. Approve the revised Fire Engineer job description reflecting updated licensing language consistent with the California Vehicle Code (CVC); and
2. Authorize the Human Resources Division to implement the updated classification description effective August 20, 2025.

A motion was made to approve the recommendation on the Consent Calendar.

7. CONSIDER APPROVAL OF THE UPDATED COOPERATIVE AGREEMENT BETWEEN THE CITIES OF SOUTH PASADENA AND SAN MARINO FOR THE SHARED DIVISION CHIEF POSITION

Recommendation

It is recommended that the City Council approve the updated Cooperative Agreement between the City of South Pasadena and the City of San Marino for the shared use of a Fire Department Division Chief.

A motion was made to approve the recommendation on the Consent Calendar.

8. CONSIDERATION OF AN ORDINANCE OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING SECTION 19A.26 (LOUD PARTY) OF CHAPTER 19A (NOISE REGULATION) OF THE SOUTH PASADENA MUNICIPAL CODE TO REGULATE LOUD AND UNRULY GATHERINGS

Recommendation

It is recommended that the City Council introduce the ordinance by title only and waive full reading of the ordinance amending Section 19A.26 (Loud Party) of Chapter

19A (Noise Regulation) of the South Pasadena Municipal Code to regulate loud and unruly gatherings.

In Person Public Comment

John spoke regarding the item. The City Attorney provided a response to the public comment.

COUNCIL MOTION AND ACTION

Item No. 8 was pulled for separate discussion via public comment. A motion was made by Councilmember Cacciotti and seconded by Mayor Pro Tem Rossi to approve Item No. 8, as presented. The motion carried 5-0, by the following vote:

AYES: Cacciotti, Ferguson, Primuth, Rossi, Mayor Braun
NOES: None.
ABSENT: None.
ABSTAINED: None.

9. CONSIDERATION OF APPROVAL OF THE THIRD AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH WBCP INC., FOR RECRUITMENT SEARCH SERVICES, IN THE AMOUNT NOT TO EXCEED OF $20,800, FOR A NEW TOTAL CONTRACT AMOUNT OF $76,800

Recommendation
It is recommended that the City Council consider approval of the proposed third amendment to the professional services agreement with WBCP Inc., to amend the compensation for recruitment search services and add the recruitment services for an Information Technology and Systems Manager, in an amount not to exceed of $20,800, for a new total contract amount of $76,800.

A motion was made to approve the recommendation on the Consent Calendar.

10. CONSIDERATION OF APPROVAL OF THE SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH THE ARROYO GROUP FOR SERVICES RELATED TO THE HOUSING ELEMENT, IN THE AMOUNT OF $30,000

Recommendation
It is recommended that the City Council consider approval of the second amendment to the professional services agreement with the Arroyo Group, for services related to the Housing Element, in the amount of $30,000, for a new total contract amount not to exceed of $219,043.

A motion was made to approve the recommendation on the Consent Calendar.

11. CONSIDERATION OF THE ADOPTION OF A RESOLUTION, APPROPRIATION OF FUNDS, AND ADOPTION OF A BUDGET AMENDMENT IN THE AMOUNT OF $2,000 RECEIVED THROUGH SPONSORSHIPS FOR THE CITY SENIOR EVENT

Recommendation

It is recommended that the City Council adopt a resolution, appropriate funds, and adopt a budget amendment for the sponsorship funds received in the amount of $2,000 from the Senior Donation Account No. 101-0000-0000-2994-001 and appropriate those funds to the Account No. 101-8030-8021-8264-000 for the City Senior Services special event.

A motion was made to approve the recommendation on the Consent Calendar.

Resolution No. 7926 was adopted.

12. CONSIDERATION TO DECLARE A 2014 VPG MV-1 VAN AS SURPLUS PROPERTY AND DIRECT STAFF TO DISPOSE THE VEHICLE THROUGH THE CITY'S AUTHORIZED AUCTION VENDOR

Recommendation

It is recommended that the City Council declare a 2014 VPG MV-1 CNG van from the Community Services Department as surplus property and direct staff to sell the vehicle through the City's authorized auction vendor in accordance with South Pasadena Municipal Code Section 2.99-29(15) and City policy.

A motion was made to approve the recommendation on the Consent Calendar.

13. CONSIDERATION OF AN AMENDMENT TO THE MAINTENANCE SERVICES AGREEMENT WITH YUNEX, LLC IN THE AMOUNT OF $19,800 FOR SERVICES RENDERED IN FISCAL YEAR 2024-2025

Recommendation

It is recommended that the City Council consider approval of an amendment to the Maintenance Agreement with Yunex, LLC for traffic signal and streetlight maintenance services rendered in Fiscal Year 2024-25, in the amount of $19,800.

A motion was made to approve the recommendation on the Consent Calendar.

14. CONSIDERATION OF APPROVAL FOR A TASK ORDER WITH ULTRASYSTEMS ENVIRONMENTAL, INC. TO PROVIDE ENVIRONMENTAL SERVICES FOR THE WESTSIDE RESERVOIR CAPITAL IMPROVEMENT PROJECT

Recommendation

It is recommended that the City Council approve the Task Order 002 under an

amended Master Services Agreement with Ultra Systems, in the form approved by City Attorney, to provide an initial environmental study for the Westside Reservoir Project (CIP) in the not-to-exceed amount of $125,653.50, inclusive of $119,670 consultant fees and a 5% contingency of $5,983.50.

A motion was made to approve the recommendation on the Consent Calendar.

15. CONSIDERATION OF THE ADOPTION OF A RESOLUTION, APPROPRIATION OF FUNDS, AND ADOPTION OF A BUDGET AMENDMENT IN THE AMOUNT OF $14,250 RECEIVED THROUGH SPONSORSHIPS FOR THE SUMMER CONCERTS IN THE PARK SERIES

Recommendation

It is recommended that the City Council adopt a resolution, appropriate funds, and adopt a budget amendment for the sponsorship funds received in the amount of $14,250 from the Concert in the Park Donation Account No. 101-0000-0000-5270-008, and appropriate those funds to the Recreation Special Event Account No. 101-8030-8032-8264-000 for the 2025 Summer Concerts in the Park series.

A motion was made to approve the recommendation on the Consent Calendar.

Resolution No. 7927 was adopted.

16. CONSIDERATION OF APPROVAL OF AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH ROBERT HALF INTERNATIONAL INC., FOR MUNICIPAL STAFFING SERVICES IN AN AMOUNT NOT-TO-EXCEED $38,000 FOR A NEW TOTAL-NOT-TO-EXCEED AMOUNT OF $206,000

Recommendation

It is recommended that the City Council approve an Amendment to the Professional Services Agreement with Robert Half International, Inc., to increase the compensation in the amount of $38,000 and for a new total not -to-exceed amount of $206,000.

A motion was made to approve the recommendation on the Consent Calendar.

17. CONSIDERATION OF AN AMENDMENT TO THE MAINTENANCE SERVICES AGREEMENT WITH BASE HILL DBA JAN POINT JANITORIAL SERVICES IN THE AMOUNT OF $3,500 FOR SERVICES RENDERED IN FISCAL YEAR 2024-2025

Recommendation

It is recommended that the City Council consider approval of an amendment to the Maintenance Agreement with Base Hill dba Jan Point for City Wide Janitorial services rendered in Fiscal Year 2024-25, in the amount of $3,500.

A motion was made to approve the recommendation on the Consent Calendar.

18. CONSIDERATION OF APPROVAL OF A FOURTH AMENDMENT TO A PROFESSIONAL SERVICES AGREEMENT WITH RKA CONSULTING GROUP FOR ENGINEERING SUPPORT SERVICES RELATED TO THE FISCAL YEAR 2019-2020 STREET IMPROVEMENT PROJECT IN A NOT TO EXCEED AMOUNT OF $215,135

Recommendation

It is recommended that the City Council consider approval of an amendment (Attachment 1) of an existing Professional Services Agreement (Attachment 2) with RKA Consulting Group, to provide engineering support services related to the Fiscal Year 2019-2020 Street Improvement Project, in a not-to-exceed amount of $215,135.

COUNCIL MOTION AND ACTION

Mayor Pro Tem Rossi pulled Item No. 18 for separate discussion. A motion was made by Councilmember Primuth and seconded by Mayor Braun to approve Item No. 18, as presented. The motion carried 5-0, by the following vote:

AYES: Cacciotti, Ferguson, Primuth, Rossi, Mayor Braun
NOES: None.
ABSENT: None.
ABSTAINED: None.

19. CONSIDERATION OF APPROVAL TO RATIFY THE FIRST AMENDMENT TO THE AGREEMENT WITH ACCO ENGINEERED SYSTEM, INC. AND APPROVAL OF SECOND AMENDMENT TO AGREEMENT WITH ACCO ENGINEERED SYSTEM, INC FOR SERVICES RENDERED IN FY 2024-25, AND CONSIDERATION OF APPROVAL OF PROPOSED MAINTENANCE AGREEMENT WITH ACCO ENGINEERED SYSTEM, INC., FOR FY 2025-26 SERVICES

Recommendation

It is recommended that the City Council consider:

1. Ratifying the First Amendment with ACCO Engineered Systems, Inc., for all Emergency Work expenditures to bring entire contract amount for Fiscal Year (FY) to $170,536.72; and
2. Approve the Second Amendment to close out the agreement for FY 2024-2025 and amend the compensation to align with the actual expenditures and to revise the date back to June 30, 2025; and
3. Approve the proposed FY 2025-26 Maintenance Agreement with ACCO Engineered System, Inc in the total not-to-exceed amount of $150,000 and find that its approval is in the best interest of the City.

A motion was made to approve the recommendation on the Consent Calendar.

20. CONSIDERATION OF APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH RUBIN BROWN, LLP., FOR CONSULTANT SERVICES RELATED TO INFORMATION TECHNOLOGY, IN THE AMOUNT NOT TO EXCEED OF $128,800

Recommendation

It is recommended that the City Council consider approving a Proposed Professional Services Agreement with Rubin Brown, LLP., for consultant services related to Information Technology (IT) Consultation Services, in the amount not to exceed of $128,800.

A motion was made to approve the recommendation on the Consent Calendar.

21. CONSIDERATION OF APPROVAL OF THE THIRD AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH MNJ ADVISORS, INC. FOR TEMPORARY STAFFING SERVICES, IN THE AMOUNT OF $18,000 FOR A NEW TOTAL NOT-TO-EXCEED AMOUNT OF $153,000 AND TO EXTEND THE TERMINATION DATE THROUGH SEPTEMBER 1, 2025

Recommendation

It is recommended that the City Council consider approving the proposed Third Amendment to the Professional Services Agreement with MNJ Advisors, Inc., to extend the agreement through September 1, 2025, and increase the compensation in the amount of $18,000 for continued temporary staffing services, for a new total not-to-exceed compensation amount of $153,000.

A motion was made to approve the recommendation on the Consent Calendar.

22. CONSIDERATION OF APPROVING THE PURCHASE OF TWO ELECTRIC VEHICLES FOR CITY STAFF UTILIZING AB2766 AQMD FUNDING

Recommendation

It is respectfully requested that the City Council consider:

1. Approving the purchase of two electric vehicles, one replacement vehicle for the Fire Department and one new vehicle for Community Services—using AB 2766 funds; and
2. Authorizing the City Manager to execute any necessary contracts or purchase orders with National Auto Fleet Group through the City's Sourcewell Contract #091521-NAF pursuant to Section 2.99-19(19) and the City's Purchasing Policy.

In Person Public Comment

John and Josh B. spoke regarding the item.

COUNCIL MOTION AND ACTION

Item No. 22 was pulled for separate discussion via public comment. A motion was made by Councilmember Cacciotti and seconded by Mayor Pro Tem Rossi to approve Item No. 22, as presented. The motion carried 5-0, by the following vote:

AYES: Cacciotti, Ferguson, Primuth, Rossi, Mayor Braun
NOES: None.
ABSENT: None.
ABSTAINED: None.

23. CONSIDERATION OF APPROVAL OF AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH MOSAIC PUBLIC PARTNERS, LLC FOR EXECUTIVE RECRUITMENT SEARCH SERVICES, IN THE AMOUNT NOT TO EXCEED OF $27,500, FOR A NEW TOTAL CONTRACT AMOUNT OF $82,500

Recommendation
It is recommended that the City Council consider approval of the proposed amendment to the professional services agreement with Mosaic Public Partners, LLC, for executive recruitment search services for Chief of Police, in an amount not to exceed of $27,500, for a new total contract amount of $82,500.

A motion was made to approve the recommendation on the Consent Calendar.

24. CONSIDERATION OF APPROVAL OF A PROPOSED AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH NIDO DE HUEVOS, LLC., TO INCREASE THE CONTRACT AMOUNT IN THE AMOUNT OF $34,000, FOR A NEW TOTAL NOT TO EXCEED OF $63,400 AND EXTEND THE TERM DATE THROUGH SEPTEMBER 30, 2025 FOR ACCOUNTING ASSISTANCE SERVICES

Recommendation
It is recommended that the City Council consider approve the proposed amendment to the Professional Services Agreement with Nido de Huevos, LLC., in the amount of $34,000, for a new total not to exceed contract amount of $63,400 and extend the term end date through September 30, 2025 to continue providing accounting assistance services to the City.

A motion was made to approve the recommendation on the Consent Calendar.

25. CONSIDERATION OF APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH WILLDAN FINANCIAL SERVICES FOR A COMPREHENSIVE USER FEE STUDY AND COST ALLOCATION PLAN, IN THE TOTAL NOT TO EXCEED OF $41,200

Recommendation

It is recommended that the City Council consider approval of the proposed Professional Services Agreement with Willdan Financial Services, for a comprehensive user fee study and cost allocation plan, for a total amount not to exceed of $41,200.

A motion was made to approve the recommendation on the Consent Calendar.

26. CONSIDERATION TO ADOPT A RESOLUTION TO RECLASSIFY THE HUMAN RESOURCES AND RISK MANAGER TO RISK MANAGER; RECLASSIFY THE SENIOR HUMAN RESOURCES ANALYST TO HUMAN RESOURCES DIRECTOR; ESTABLISH JOB SPECIFICATIONS FOR HUMAN RESOURCES DIRECTOR AND RISK MANAGER, AND RELATED SALARY RANGES

Recommendation

It is recommended that the City Council:

1. Approve reclassification of the Senior Human Resources Analyst to Human Resources Director;
2. Approve reclassification of the Human Resources and Risk Manager to Risk Manager; and
3. Adopt the proposed Resolution establishing job specifications for Human Resources Director and Risk Manager, and related salary ranges.

A motion was made to approve the recommendation on the Consent Calendar.

Resolution No. 7928 was adopted.

PUBLIC HEARING

27. CONSIDERATION TO ADOPT A RESOLUTION ADOPTING THE FISCAL YEAR 2025-2026 OPERATING BUDGET AND THE CAPITAL IMPROVEMENT PROGRAM BUDGET AND APPROPRIATING FUNDS THEREFORE

Recommendation

It is recommended that the City Council:

a. Review and discuss the Fiscal Year (FY) 2025-2026 Proposed Budget; and
b. Adopt the attached Resolution (Attachment No. 1) approving the FY 2025-2026 Budget, subject to such modifications or amendments as may be stated by the City Council in its motion to approve the Resolution.

Nick Kimball, Assistant City Manager/CFO, gave a presentation and responded to questions from the City Council.

The Mayor opened the Public Hearing at 10:55 P.M.

The Mayor closed the Public Hearing at 10:55 P.M.

COUNCIL MOTION AND ACTION

A motion was made by Mayor Pro Tem Rossi and seconded by Councilmember Cacciotti to approve Item No. 27, as presented. The motion carried 4-0-1, by the following vote:

AYES: Cacciotti, Primuth, Rossi, Mayor Braun
NOES: None.
ABSENT: Ferguson
ABSTAINED: None.

Resolution No. 7929 was adopted.

28. CONSIDER INTRODUCTION OF AN ORDINANCE OF THE CITY OF SOUTH PASADENA DESIGNATING FIRE HAZARD SEVERITY ZONES INCLUDING THE DESIGNATION OF ADDITIONAL LOCAL AREAS PURSUANT TO GOVERNMENT CODE SECTION 51179 AND AMENDING CHAPTER 14 OF THE SOUTH PASADENA MUNICIPAL CODE

Recommendation
It is recommended that the City Council introduce the ordinance by title only and waive full reading of the ordinance designating fire hazard severity zones including the designation of additional local areas pursuant to Government Code Section 51179 and amending Chapter 14 (Fire Prevention) of the South Pasadena Municipal Code.

The Mayor opened the Public Hearing at 10:57 P.M.

COUNCIL MOTION AND ACTION

A motion was made by Mayor Braun and seconded by Councilmember Primuth to continue public hearing on Item No. 28 to September 17, 2025. The motion carried 4-0-1, by the following vote:

AYES: Cacciotti, Primuth, Rossi, Mayor Braun
NOES: None.
ABSENT: Ferguson
ABSTAINED: None.

29. CONSIDERATION OF THE PROPOSED AMENDMENT TO THE CITY'S LAND USE AND OPEN SPACE ELEMENTS OF THE GENERAL PLAN, THE 2021-2029 (6TH CYCLE) HOUSING ELEMENT OF THE GENERAL PLAN AND THE DOWNTOWN SPECIFIC PLAN; AND INTRODUCTION OF AN ORDINANCE TO AMEND SOUTH PASADENA MUNICIPAL CODE (SPMC) CHAPTER 36 (ZONING) AND SOUTH PASADENA ZONING MAP TO PROPOSE NEW HEIGHT LIMITS, DENSITY ADJUSTMENTS, AND OTHER DEVELOPMENT STANDARD ADJUSTMENTS TO FACILITATE HOUSING AND IMPLEMENT HOUSING ELEMENT PROGRAMS

Recommendation

It is recommended that the City Council conduct a public hearing and take the following actions:

1. Adopt a resolution amending the Land Use and Open Space Elements of the General Plan (Attachment 1),
2. Adopt a resolution conditionally amending the 2021-2029 (6th Cycle) Housing Element of the General Plan (Attachment 2),
3. Adopt a resolution amending the Downtown Specific Plan (Attachment 3),
4. Introduce and waive full reading of an ordinance amending Chapter 36 of the South Pasadena Municipal Code (Zoning Code) and the Zoning Map and request the City Attorney read the ordinance by title only (Attachment 4), and
5. Finding the actions in compliance with the California Environmental Quality Act (CEQA) via an Addendum to the General Plan's Program Environmental Impact Report (PEIR) and as statutorily exempt.

Dean Flores, Acting Planning Manager, gave a presentation and responded to questions from the City Council.

Councilmember Ferguson left the meeting at 8:20 P.M.

The Mayor opened the Public Hearing at 10:10 P.M.

In Person Public Comment

Dwight Bond spoke regarding the item.

Zoom Public Comment

Yvonne LaRose spoke regarding the item.

The Mayor closed the Public Hearing at 10:15 P.M.

COUNCIL MOTION AND ACTION

A motion was made by Councilmember Cacciotti and seconded by Councilmember Primuth to approve Item No. 29, as presented. The motion failed 2-2-1, by the following vote:

AYES: Cacciotti, Primuth
NOES: Rossi, Mayor Braun
ABSENT: Ferguson
ABSTAINED: None.

A motion was made by Mayor Braun and seconded by Councilmember Cacciotti to approve Item No. 29, with the following amendments:

- **All references to a maximum of 70 dwelling units per acre and 60 feet in height shall be amended to reflect a new height limit of 55 feet. This includes height averaging as currently written (i.e., 30%).**

- **The first block of Mission Street, between Fair Oaks Avenue and Mound Avenue (currently part of the Fair Oaks Corridor), shall be reclassified as part of the Mixed-Use Core. The zoning for this area will allow 70 dwelling units per acre and a maximum height of 55 feet.**

- **The minimum open space requirement per dwelling unit shall be increased from 150 square feet to 200 square feet. This change shall be reflected in both the proposed ordinance and the Downtown Specific Plan.**

- **The landscaping requirement in the zoning ordinance shall be reduced from 20% to 12%.**

- **City staff is directed to submit the housing element components to HCD (California Department of Housing and Community Development) for review.**

The motion carried 4-0-1, by the following vote:

AYES: Cacciotti, Primuth, Rossi, Mayor Braun
NOES: None.
ABSENT: Ferguson
ABSTAINED: None.

Resolution No. 7930, 7931 and 7932 were adopted as amended. The City Attorney read the full title of the Ordinance as amended.

PUBLIC COMMENT – CONTINUED

30. CONTINUED PUBLIC COMMENT - GENERAL

None.

COMMUNICATIONS

31. COUNCILMEMBERS COMMUNICATIONS

Mayor Pro Tem Rossi motioned to direct staff to bring back options on what can be done to secure vacant sites. Mayor Braun seconded.

Councilmember Cacciotti motioned to provide up to $900 of his discretionary fund to support a Block Party. The item is to be heard at the next City Council meeting. Mayor Braun seconded.

Councilmember Cacciotti motioned to direct staff to bring back an item in vote for the Mayor of Azusa for the San Gabriel Water Quality Authority. Mayor Braun seconded.

Councilmember Cacciotti spoke regarding his attendance at the Pomona Metro Station groundbreaking event. He thanked Public Works staff for their work on the streets. He spoke regarding his recent attendance at a SGVCOG event. He highlighted Holy Family Church as the first faith community to become a green zone. He highlighted the Tesla charger construction that is beginning at Trader Joe's.

32. CITY MANAGER COMMUNICATIONS

None.

ADJOURNMENT

There being no further matters, Mayor Braun adjourned the meeting at 11:04 P.M. to Wednesday, September 3, 2025 at 7:00 P.M. in the City Council Chambers.

Respectfully submitted:

_____
Mark Perez
Acting Chief City Clerk

APPROVED

_____
Janet Braun
Mayor

ATTEST:

_____

Mark Perez
Acting Chief City Clerk

City Council Agenda Report

ITEM NO. 7

DATE: September 3, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Roxanne Diaz, City Attorney

SUBJECT: **CONSIDERATION OF ADOPTION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, DELEGATING TO THE CITY MANAGER THE AUTHORITY TO APPROVE THE SETTLEMENT OF CLAIMS AND LAWSUITS AGAINST THE CITY FOR AMOUNTS UP TO AND INCLUDING $50,000**

Recommendation

It is recommended that the City Council adopt the Resolution delegating to the City Manager authority to approve the settlement of claims and lawsuits for amounts up to and including $50,000.

Executive Summary

The proposed resolution authorizes the City Manager to allow, compromise and settle claims and lawsuits against the City in an amount not to exceed $50,000.

Background

The City is a member of Public Risk Innovation, Solutions, and Management, known as "PRISM," which is a joint powers authority that provides its member cities and counties with general liability insurance through a public entity risk sharing pool. Under our memorandum of coverage with PRISM, the City is self-insured for up to $100,000 meaning that the City contributes the first $100,000 towards a claim and/or covered litigation matter. The City also contracts with a "third-party claims administrator, in this case Carl Warren, to handle the administration of the City's claims as well as interface with PRISM.

The City Manager does not currently have authority to allow, compromise, and settle claims and lawsuits against the City in any amount without City Council approval.

Analysis

Like other cites, South Pasadena receives claims arising out of a variety of incidents such as sidewalk trip and falls, matters related to trees and, on occasion, vehicle collisions, where the facts in those incidents may allows the parties to reach a mutual compromise early, before litigation is filed, or where the City is liable and an early settlement is desirable and more cost effective.

The City Manager's office is currently reviewing the City's procedures and internal and external processes regarding claims, claims management and litigation related to such

claims. As part of this review, it was determined that the City Manager did not have authority to allow or settle claims and/or litigation under a certain dollar amount as a means to handle some of these claims or litigation cases in a more cost-effective manner. This means, for example, that if the City desires to settle a claim in the amount of $5,000, the matter would need to be brought before the City Council in closed session to obtain that authority. Providing the City Manager authority to settle such claims early and within a range of authority would be more efficient and cost effective in the long term.

Government Code Section 935.4 allows the City Council to delegate authority to an employee, in this case the City Manager, to settle claims that do not exceed $50,000. The proposed resolution authorizes the City Manager the ability to allow and settle claims and lawsuits in an amount not to exceed $50,000. This authority includes the execution of any documents in furtherance of the settlement.

The proposed resolution requires the City Manager to provide the City Council with a monthly report of any claims or lawsuits allowed or settled within the authority provided. In addition, the resolution makes clear that nothing contained in the resolution prevents the City Council from reviewing or acting upon any claim or litigation matter in its sole discretion. The City Attorney would continue to bring any recommended settlements over $50,000 to the City Council for review and decision.

Alternatives
The City Council can decide not to adopt the resolution.

Fiscal Impact
There is no immediate fiscal impact in adopting the proposed Resolution. If adopted, however, there may be claims and litigation matters that could be settled within the range provided to the City Manager. The costs associated with these settlements are already included as part of the City's annual budget related to claims and judgements.

Attachment:
Attachment No. 1 - Resolution Delegating Settlement Authority

CITY OF SOUTH PASADENA
RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, DELEGATING TO THE CITY MANAGER THE AUTHORITY TO APPROVE THE SETTLEMENT OF CLAIMS AND LAWSUITS AGAINST THE CITY FOR AMOUNTS UP TO AND INCLUDING $50,000 IN TOTAL PAYMENTS

WHEREAS, Government Code Section 935.4 authorizes the City Council to delegate authority to an employee of the local public entity to allow, compromise or settle such claims as long as the amount to be paid for the allowance, compromise or settlement equals to or is less than fifty thousand dollars ($50,000");

WHEREAS, it can be more efficient and timely for the City and claimants for a qualified and accountable public employee to review and act on certain tort claims for relatively minor amounts filed against the City;

WHEREAS, the City Council desires to increase the efficiency of the claims process used by the City by providing specific settlement authority to the City Manager as set forth in Government Code Section 935.4;

WHEREAS, the City Council intends to retain control over the conduct of litigation and settlement of claims and lawsuits seeking larger amounts.

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

SECTION 1. The foregoing recitals are true and correct and are incorporated herein as if set forth in full.

SECTION 2. Pursuant to Government Code Section 935.4, the City Council authorizes the City Manager to allow, compromise and settle, as the best interests of the City may dictate, any and all claims and lawsuits against the City provided the total payment of City funds in any such individual claim or case shall not exceed fifty-thousand dollars ($50,000). The City Manager shall provide the City Council with a monthly written report of any claims or lawsuits allowed or settled within the authority provided to the City Manager.

SECTION 3. The City Manager is authorized to execute any agreements and other documents on behalf of the City which may be necessary to accomplish and complete any such allowance, compromise or settlement. Upon

the written order of the City Manager, the City's Assistant City Manager/Chief Financial Officer shall cause a warrant to be issued upon the treasury of the City in the amount for which a claim or lawsuit has been allowed or settled.

SECTION 4. Settlement of claims or lawsuits that exceed $50,000 require City Council approval.

SECTION 5. Lawsuits, claims, settlement amounts or payments shall not be divided into smaller amounts to avoid the limitations of this Resolution.

SECTION 6. Nothing contained herein shall prevent the City Council from reviewing, considering or acting upon any claim or litigation matter at its sole and absolute discretion.

SECTION 7. This Resolution shall take effect immediately upon its passage and adoption.

SECTION 8. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 3rd day of September 2025.

Janet Braun, Mayor

ATTEST:

Mark Perez, Acting 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 City Council meeting held on the 3rd day of September, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____

Mark Perez, Acting Chief City Clerk

City Council Agenda Report

ITEM NO. 8

DATE: September 3, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Alma Medina, Assistant to the City Manager

SUBJECT: **CONSIDERATION OF APPROVAL OF A DISCRETIONARY FUNDS REQUEST FROM COUNCILMEMBER CACCIOTTI IN THE AMOUNT OF UP TO $900 FOR THE ANNUAL STRATFORD BLOCK PARTY EVENT**

Recommendation

It is recommended that the City Council consider:

1. Finding that the requested allocation of discretionary funds to support the Annual Stratford Block Party (Event) serves a public purpose benefitting the City; the expenditure is free from any conflict of interest that arise from the use of the funds; and that the expenditure is not a gift to any individual, corporation or municipality and is only used to benefit the general public of the City; and
2. Based on such findings, approve the requested expenditure of discretionary funds of up to $900 to support the Event.

Executive Summary

This report is for approval of Councilmember Michael Cacciotti's discretionary funds, in the amount of up to $900, to support the Event.

Background

In September 2004, the City Council approved the creation of discretionary spending budgets that allow each Councilmember the opportunity to fund projects or purchases that might not otherwise be funded in the approved budget. Discretionary funds must be used for a public purpose benefiting the City. On August 17, 2011, the City Council approved Resolution No. 7174, establishing guidelines for the application of City Council discretionary budget accounts. It provides that use of such funds is permitted if findings can be made as set forth in City Council. Resolution No. 7174. In Fiscal Year (FY) 2025-2026, the Budget included $20,000 of Discretionary Funds, which amounts to $4,000 per Councilmember.

At the meeting of August 20th, 2025, Councilmember Michael Cacciotti requested an item be brought forth to the City Council for the use of his discretionary funds for the annual Stratford Block Party, in the amount up to $900.

Analysis

The City Council receives an annual discretionary fund and shall make the following specific findings before recommending the use of any funds in a discretionary account for City-related projects or purchases: a) The expenditure has a public purpose benefitting the City; b) The

expenditure is free of any conflicts of interest that may arise from the use of City funds; and c) The expenditure is not a gift to any individual, corporation, or municipality, but is only used to benefit the general public of the City.

On August 20, 2025, Councilmember Michael Cacciotti requested approval to use discretionary funds to assist with the Event for a total of up to $900 and received a second from Mayor Janet Braun. This request supports a public purpose benefitting the City in the promotion of the City as well as community before an intentional audience. There are no known or anticipated conflicts of interest that may arise from the use of City funds, and this request is not a gift but is to benefit the general public of the City.

Using a discretionary fund to support a block party serves the general public by fostering community engagement, strengthening neighborhood ties, and promoting a sense of belonging among residents. These events create safe, inclusive spaces for people of all backgrounds to connect, share resources, and celebrate local culture.

Fiscal Impact
At this time, there is no additional appropriation of funds required, as sufficient funds are available in the FY 2025-2026 Account 101-1010-1011-8021-004, (Discretionary Funds District 4). If approved, Councilmember Cacciotti's discretionary fund balance will be $1,600.

Previous to this request, Councilmember Cacciotti committed $1,500 in discretionary funds to the Public Art Fund, which was approved through the budget process.

City Council Agenda Report

ITEM NO. 9

DATE: September 3, 2025

FROM: Todd Hileman, City Manager

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

SUBJECT: **CONSIDERATION OF A RESOLUTION APPROVING THE CITYWIDE SALARY SCHEDULE, APPROVING TITLE CHANGES FOR SELECT POSITIONS AND ELIMINATING VARIOUS JOB CLASSIFICATIONS RESULTING FROM THE CLASSIFICATION AND COMPENSATION SURVEY**

Recommendation

It is recommended that the City Council consider adoption of the proposed Resolution to:

1. Approve and establish the Citywide Salary Schedule commencing on September 8, 2025;
2. Approve the recommended title changes for select positions; and
3. Approve the elimination of various classifications that are no longer needed.

Executive Summary

In early spring 2025, the City worked with Public Sector Personnel Consultants (PSPC), a Consultant, to conduct a citywide classification and compensation study. As a result of the study and meeting and conferring with bargaining units, the City is proposing to update salary schedules and adjust job titles based on market comparisons. These changes, already funded in the FY 2025-26 budget, will make the City more competitive in recruiting and retaining employees, especially in public safety, by moving compensation to the mid-range of peer cities. Updates include eliminating vacant classifications, setting a $20 minimum hourly rate for part-time staff (except high school interns), and adding a sixth salary step to Police Officer Association (POA) and Firefighters Association (FFA) positions to support retention and reduce costly vacancies and overtime.

Additionally, there are several position job title changes that are more appropriate based on PSPC's classification market comparisons and several job classifications that are vacant and slated to be eliminated. It is noteworthy that some classifications will remain but are not filled at the current time either because the City is recruiting for these positions or would like to have these positions available for future consideration.

Under the direction of the City Manager, these proposed changes will result in improved outcomes regarding talent acquisition, employee retention and morale, and allow the City to move from last place in compensation comparison to its benchmark cities to mid-range placement which is critical for filling competitive positions particularly in public safety departments. To incentivize these positions and promote retention and market competitiveness, positions within POA and FFA have a sixth step added to their range. Sworn

POA and FFA personnel will have a sixth step equal to five percent (5%) and non-sworn POA will receive a sixth step of two and half percent (2.5%). It is anticipated that these changes will result in reduced vacancy rate which will assist in bringing down overtime costs.

For the city's part-time staff, an hourly rate of no less than $20 per hour has been set with the only exception being for a high school intern.

Background
On February 7, 2024, the City approved Phase II with PSPC to undertake a citywide classification and compensation study of all positions and in compliance with Police Officer Association Memorandum of Understanding (MOU) to complete a market equity salary survey. The benchmark cities used included: San Marino, Monrovia, Arcadia, Alhambra, San Gabriel, Monterey Park and Santa Fe Springs.

Throughout the spring 2025, city staff met with each of the city's bargaining units to share the results of the survey and review PSPC's recommendations.

On June 18, 2025, City Council approved a 6-month extension of all MOUs and a 2% increase for all classifications which was applied to the salary survey. Since this time, city staff and MNJ Advisors, Inc. have met with all bargaining units to discuss the salary schedule in conjunction with ongoing labor negotiations. The outcome of these meetings is reflected in the attached salary schedule, title changes, and proposed classification eliminations.

Analysis
A comprehensive classification and compensation study (Study) is an important tool for a city to ensure its salary structure is fair, competitive, and aligned with market standards. As a small, full-service city, South Pasadena faces challenges in attracting and retaining qualified employees, particularly in highly competitive fields such as public safety and professional technical services. By regularly reviewing and updating job classifications and pay ranges, the City can remain competitive, promote internal equity, and manage taxpayer resources responsibly. This Study provides the foundation for data-driven decisions that support organizational stability, improve employee morale, and enhance the City's ability to deliver high-quality services to the community.

Based on the Consultant's findings, the City consistently ranked at the bottom or second to the bottom when compared. By being noncompetitive in the market, the City has experienced a consistent vacancy rate over the last four years between 15-20%, high turnover, and an inability to attract and retain qualified candidates. During this time, most new hires were entry level (such as cadets and new graduates) with little to no experience, making the City a training ground for many department positions. Once trained, these staff members would be hired away by neighboring agencies that were offering higher wages.

By increasing salary ranges from bottom-of-the-range to mid-range, it is expected that recruitments will generate greater-sized applicant pools, knowledgeable and experienced candidates and an increase in morale for current City staff, resulting in higher retention rates.

The Study results affect three different areas: compensation, position title changes, and eliminated classifications.

Compensation:
Overall, the Study showed that the City was lagging in salary approximately nine percent (9%) on average across all classifications. The proposed salary schedule addresses this gap by shifting applicable pay ranges to advance the City from last to median placement in comparison to the benchmark cities. In order to achieve this same outcome for public safety positions, an additional step has been added to their range. The total amount of Year 1 salary increases is summarized by employee groups below (rounded to the nearest thousand):

POA	$335,000
FFA	$200,000
PSEA	$430,000
PT-PSEA	$ 85,000
Management	$410,000
Total	$1,460,000

The cost for this increase will be shared amongst the City's various funds including the General Fund, Enterprise Funds, and Special Revenue Funds, which have already been accounted for in the Fiscal Year 2025-2026 budget. Although this amount represents the direct cost for increase in wages, there are other potential budgetary results that will help offset these costs including a decrease in overtime costs, reduced employee claims, and reduced consultant costs.

Position Title Changes:
The Consultant reviewed all position titles during their comparison and made recommendations for more commonly used titles that are more current and acceptable in today's government workforce.

Current Job Title	Proposed Job Title
Permit Counter Technician	Permit Technician
Senior Maintenance Worker	Lead Maintenance Worker
Library Public Services and Support Manager	Library Manager
Library Digital Services Manager	Library Manager
Administrative Secretary	Administrative Assistant
Program Specialist	Community Services Coordinator
Sr. Community Improvement Coordinator	Lead Code Enforcement Officer
Community Improvement Coordinator	Code Enforcement Officer
Site Manager	Food Services Leader
Typist Clerk I and II	Library Assistant
Library Aide I and II	Library Clerk
Police Assistant II	Lead Police Dispatcher

Police Assistant I	Police Dispatcher
Firefighter	Firefighter Trainee
Principal Engineer	City Engineer

Eliminated Classifications:
The Consultant also recommended that several unused position titles be eliminated, including:

- Facilities Maintenance Supervisor
- Parks Supervisor
- Public Works Assistant
- Lead Transportation Driver
- Management Intern (Incumbent)
- Secretary
- High School Intern (Incumbent)
- Intern (hired after 11/5/14)
- Library Aide I and II
- Intern (Incumbent)
- Typist Clerk I and II
- Principal Management Analyst
- HR Manager
- Film Liaison (part-time)
- Senior Clerk
- Facilities Maintenance Supervisor
- Library Clerk I

These positions are no longer being used within the City and there is no foreseeable need in the future. Position duties associated with the list above have been absorbed in newly Council approved job descriptions.

Alternatives
The City Council may decide not to approve these changes and direct staff to renegotiate the salary schedule within the MOU extension period of December 31, 2025.

Fiscal Impact
The total annual fiscal impact of the proposed salary schedule is an approximate increase of $1.5 million across all employee groups, inclusive of salary and benefits. This amount is funded approximately 70% by the General Fund and 30% by Enterprise and other Special Revenue funds.

The cost for these proposed salary changes have been included in the city's Fiscal Year 2025-2026 budget that Council approved on August 20, 2025, with no additional funds needed.

Note: These costs are estimates. The exact figures will be determined upon final placement.

Key Performance Indicators and Strategic Plan
These items align with City Council's priority 5, to work with the City Manager and establish improved operational efficiencies.

Attachment:
Attachment No. 1 - Proposed Resolution

CITY OF SOUTH PASADENA
RESOLUTION NO. __

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING THE CITYWIDE SALARY SCHEDULE; APPROVING TITLE CHANGES FOR SELECT POSITIONS AND ELIMINATION OF VARIOUS POSITION CLASSIFICATIONS

WHEREAS, the City wishes to ensure that the compensation offered is competitive with its nearby benchmark cities;

WHEREAS, the City wishes to adopt the salary schedule as proposed resulting from the Classification and Compensation Study;

WHEREAS, the City wishes to retitle certain positions and remove classifications no longer required;

WHEREAS, the California Public Employees Retirement System (CalPERS) regulations
require member agencies formally adopt a publicly available pay schedule under Government Code Section 20636(b)(1) and California Code of Regulations (CCR) Section 570.5; and

WHEREAS, the City Council of the City of South Pasadena has the authority to implement Government Code Section 20636 (b)(1);

WHEREAS, the information contained in the salary schedule effective September 8, 2025, has been previously approved by Council within the adopted budget, employee contracts, memoranda of understanding with the City's labor groups and various City resolutions; and

WHEREAS, CalPERS regulations require this information be included in one document.

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 adopts the salary schedule effective September 8, 2025, as shown in Exhibit A hereto.

SECTION 2. The listed classifications in Exhibit B be retitled as such with no changes in job duties or job description.

SECTION 3. The listed classifications in Exhibit C be removed as they are no longer used.

SECTION 4. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED on this 3rd day of September 2025.

Janet Braun, Mayor

ATTEST:

Mark Perez, Acting Chief City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 3rd of September 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Mark Perez, Acting Chief City Clerk

Exhibit A

CITY OF SOUTH PASADENA

SALARY SCHEDULE

EFFECTIVE SEPTEMBER 8, 2025

POSITION TITLE	BARGAINING UNIT	RATE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
CITY COUNCIL	N/A	Monthly	--	--	--	--	--	--	$ 950
CITY TREASURER	N/A	Monthly	--	--	--	--	--	--	$ 706

POSITION TITLE	BARGAINING UNIT	RATE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
CITY MANAGER	N/A	Monthly	--	--	--	--	--	--	$ 25,000
		Hourly	--	--	--	--	--	--	$ 144.23

POSITION TITLE	BARGAINING UNIT	RATE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
ACCOUNT CLERK	PSEA	Monthly	$ 4,379	$ 4,598	$ 4,828	$ 5,070	$ 5,323		
		Hourly	$ 25.26	$ 26.53	$ 27.85	$ 29.25	$ 30.71		
ACCOUNTANT	PSEA	Monthly	$ 6,597	$ 6,927	$ 7,273	$ 7,636	$ 8,018		
		Hourly	$ 38.06	$ 39.96	$ 41.96	$ 44.05	$ 46.26		
ACCOUNTING TECHNICIAN I	PSEA	Monthly	$ 4,987	$ 5,236	$ 5,498	$ 5,773	$ 6,062		
		Hourly	$ 28.77	$ 30.21	$ 31.72	$ 33.31	$ 34.97		
ACCOUNTING TECHNICIAN II	PSEA	Monthly	$ 5,537	$ 5,814	$ 6,105	$ 6,410	$ 6,730		
		Hourly	$ 31.94	$ 33.54	$ 35.22	$ 36.98	$ 38.83		
ADMINISTRATIVE ASSISTANT	PSEA	Monthly	$ 4,846	$ 5,088	$ 5,343	$ 5,610	$ 5,891		
		Hourly	$ 27.96	$ 29.35	$ 30.83	$ 32.37	$ 33.99		
ASSISTANT PLANNER	PSEA	Monthly	$ 6,334	$ 6,650	$ 6,983	$ 7,332	$ 7,698		
		Hourly	$ 36.54	$ 38.37	$ 40.29	$ 42.30	$ 44.41		
ASSOCIATE CIVIL ENGINEER	PSEA	Monthly	$ 8,349	$ 8,766	$ 9,204	$ 9,664	$ 10,148		
		Hourly	$ 48.17	$ 50.57	$ 53.10	$ 55.75	$ 58.55		
ASSOCIATE PLANNER	PSEA	Monthly	$ 7,385	$ 7,754	$ 8,141	$ 8,548	$ 8,976		
		Hourly	$ 42.61	$ 44.73	$ 46.97	$ 49.32	$ 51.78		
BUILDING MAINTENANCE WORKER	PSEA	Monthly	$ 5,072	$ 5,326	$ 5,592	$ 5,872	$ 6,166		
		Hourly	$ 29.26	$ 30.73	$ 32.26	$ 33.88	$ 35.57		
CIP ANALYST	PSEA	Monthly	$ 7,247	$ 7,609	$ 7,989	$ 8,388	$ 8,807		
		Hourly	$ 41.81	$ 43.90	$ 46.09	$ 48.39	$ 50.81		
CIP PROJECT MANAGER	PSEA	Monthly	$ 8,563	$ 8,991	$ 9,441	$ 9,913	$ 10,409		
		Hourly	$ 49.40	$ 51.87	$ 54.47	$ 57.19	$ 60.05		
CIVIL ENGINEERING ASSISTANT	PSEA	Monthly	$ 6,773	$ 7,112	$ 7,468	$ 7,841	$ 8,233		
		Hourly	$ 39.08	$ 41.03	$ 43.08	$ 45.24	$ 47.50		
CODE ENFORCEMENT OFFICER	PSEA	Monthly	$ 5,818	$ 6,109	$ 6,414	$ 6,735	$ 7,071		
		Hourly	$ 33.57	$ 35.24	$ 37.00	$ 38.86	$ 40.79		
COMMUNITY SERVICES COORDINATOR	PSEA	Monthly	$ 5,876	$ 6,169	$ 6,478	$ 6,802	$ 7,142		
		Hourly	$ 33.90	$ 35.59	$ 37.37	$ 39.24	$ 41.20		

CITY OF SOUTH PASADENA

SALARY SCHEDULE

EFFECTIVE SEPTEMBER 8, 2025

POSITION TITLE	BARGAINING UNIT	RATE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
COMMUNITY SERVICES LEADER	PSEA	Monthly	$ 4,849	$ 5,091	$ 5,346	$ 5,613	$ 5,893		
		Hourly	$ 27.98	$ 29.37	$ 30.84	$ 32.38	$ 34.00		
DEPUTY CITY CLERK	PSEA	Monthly	$ 5,975	$ 6,274	$ 6,588	$ 6,917	$ 7,263		
		Hourly	$ 34.47	$ 36.20	$ 38.01	$ 39.91	$ 41.90		
ELECTRICIAN	PSEA	Monthly	$ 5,976	$ 6,274	$ 6,588	$ 6,917	$ 7,263		
		Hourly	$ 34.48	$ 36.20	$ 38.01	$ 39.91	$ 41.90		
FACILITIES AND PARKS SUPERVISOR	PSEA	Monthly	$ 7,280	$ 7,644	$ 8,026	$ 8,427	$ 8,848		
		Hourly	$ 42.00	$ 44.10	$ 46.30	$ 48.62	$ 51.05		
GRANTS ANALYST	PSEA	Monthly	$ 7,247	$ 7,609	$ 7,989	$ 8,388	$ 8,807		
		Hourly	$ 41.81	$ 43.90	$ 46.09	$ 48.39	$ 50.81		
HUMAN RESOURCES ANALYST	PSEA	Monthly	$ 7,359	$ 7,727	$ 8,114	$ 8,519	$ 8,945		
		Hourly	$ 42.46	$ 44.58	$ 46.81	$ 49.15	$ 51.61		
LEAD CODE ENFORCEMENT OFFICER	PSEA	Monthly	$ 6,328	$ 6,644	$ 6,976	$ 7,325	$ 7,691		
		Hourly	$ 36.51	$ 38.33	$ 40.25	$ 42.26	$ 44.37		
LEAD MAINTENANCE WORKER	PSEA	Monthly	$ 5,840	$ 6,132	$ 6,439	$ 6,761	$ 7,099		
		Hourly	$ 33.69	$ 35.38	$ 37.15	$ 39.01	$ 40.96		
LIBRARIAN	PSEA	Monthly	$ 6,181	$ 6,490	$ 6,814	$ 7,155	$ 7,513		
		Hourly	$ 35.66	$ 37.44	$ 39.31	$ 41.28	$ 43.34		
LIBRARY ASSOCIATE	PSEA	Monthly	$ 4,714	$ 4,950	$ 5,198	$ 5,458	$ 5,731		
		Hourly	$ 27.20	$ 28.56	$ 29.99	$ 31.49	$ 33.06		
LIBRARY CLERK II	PSEA	Monthly	$ 4,023	$ 4,224	$ 4,435	$ 4,657	$ 4,890		
		Hourly	$ 23.21	$ 24.37	$ 25.59	$ 26.87	$ 28.21		
LIBRARY MANAGER	PSEA	Monthly	$ 8,331	$ 8,747	$ 9,185	$ 9,644	$ 10,126		
		Hourly	$ 48.06	$ 50.46	$ 52.99	$ 55.64	$ 58.42		
LIBRARY TECHNICAL ASSISTANT	PSEA	Monthly	$ 5,035	$ 5,287	$ 5,551	$ 5,829	$ 6,120		
		Hourly	$ 29.05	$ 30.50	$ 32.03	$ 33.63	$ 35.31		
MAINTENANCE WORKER I	PSEA	Monthly	$ 4,537	$ 4,764	$ 5,002	$ 5,252	$ 5,515		
		Hourly	$ 26.18	$ 27.48	$ 28.86	$ 30.30	$ 31.82		
MAINTENANCE WORKER II	PSEA	Monthly	$ 4,757	$ 4,995	$ 5,244	$ 5,507	$ 5,782		
		Hourly	$ 27.44	$ 28.82	$ 30.25	$ 31.77	$ 33.36		
MANAGEMENT AIDE	PSEA	Monthly	$ 5,209	$ 5,469	$ 5,742	$ 6,030	$ 6,331		
		Hourly	$ 30.05	$ 31.55	$ 33.13	$ 34.79	$ 36.53		
MANAGEMENT ANALYST	PSEA	Monthly	$ 6,871	$ 7,215	$ 7,576	$ 7,954	$ 8,352		
		Hourly	$ 39.64	$ 41.63	$ 43.71	$ 45.89	$ 48.18		
MANAGEMENT ASSISTANT	PSEA	Monthly	$ 5,828	$ 6,119	$ 6,425	$ 6,747	$ 7,084		
		Hourly	$ 33.62	$ 35.30	$ 37.07	$ 38.93	$ 40.87		

CITY OF SOUTH PASADENA

SALARY SCHEDULE

EFFECTIVE SEPTEMBER 8, 2025

POSITION TITLE	BARGAINING UNIT	RATE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
PERMIT TECHNICIAN	PSEA	Monthly	$ 4,824	$ 5,065	$ 5,318	$ 5,584	$ 5,863		
		Hourly	$ 27.83	$ 29.22	$ 30.68	$ 32.22	$ 33.83		
PUBLIC WORKS INSPECTOR	PSEA	Monthly	$ 6,641	$ 6,973	$ 7,321	$ 7,687	$ 8,072		
		Hourly	$ 38.31	$ 40.23	$ 42.24	$ 44.35	$ 46.57		
SENIOR ACCOUNTANT	PSEA	Monthly	$ 8,397	$ 8,817	$ 9,257	$ 9,720	$ 10,206		
		Hourly	$ 48.44	$ 50.87	$ 53.41	$ 56.08	$ 58.88		
SENIOR ELECTRICIAN	PSEA	Monthly	$ 6,394	$ 6,713	$ 7,049	$ 7,401	$ 7,772		
		Hourly	$ 36.89	$ 38.73	$ 40.67	$ 42.70	$ 44.84		
SENIOR PLANNER	PSEA	Monthly	$ 8,397	$ 8,817	$ 9,258	$ 9,721	$ 10,207		
		Hourly	$ 48.44	$ 50.87	$ 53.41	$ 56.08	$ 58.89		
SENIOR WATER PRODUCTION/TREATMENT OPERATOR	PSEA	Monthly	$ 6,810	$ 7,151	$ 7,509	$ 7,884	$ 8,278		
		Hourly	$ 39.29	$ 41.26	$ 43.32	$ 45.48	$ 47.76		
SENIOR WATER UTILITY WORKER	PSEA	Monthly	$ 6,303	$ 6,635	$ 6,984	$ 7,352	$ 7,739		
		Hourly	$ 36.36	$ 38.28	$ 40.29	$ 42.42	$ 44.65		
STREET SUPERVISOR	PSEA	Monthly	$ 7,157	$ 7,514	$ 7,890	$ 8,285	$ 8,699		
		Hourly	$ 41.29	$ 43.35	$ 45.52	$ 47.80	$ 50.19		
TRANSPORTATION DRIVER	PSEA	Monthly	$ 3,718	$ 3,904	$ 4,099	$ 4,304	$ 4,519		
		Hourly	$ 21.45	$ 22.52	$ 23.65	$ 24.83	$ 26.07		
WATER CONSERVATION ANALYST	PSEA	Monthly	$ 6,871	$ 7,215	$ 7,576	$ 7,954	$ 8,352		
		Hourly	$ 39.64	$ 41.63	$ 43.71	$ 45.89	$ 48.18		
WATER OPERATIONS SUPERVISOR	PSEA	Monthly	$ 7,729	$ 8,116	$ 8,522	$ 8,948	$ 9,395		
		Hourly	$ 44.59	$ 46.82	$ 49.17	$ 51.62	$ 54.20		
WATER PRODUCTION/TREATMENT OPERATOR	PSEA	Monthly	$ 5,848	$ 6,140	$ 6,447	$ 6,769	$ 7,108		
		Hourly	$ 33.74	$ 35.42	$ 37.19	$ 39.05	$ 41.01		
WATER UTILITY WORKER I	PSEA	Monthly	$ 5,033	$ 5,284	$ 5,548	$ 5,826	$ 6,117		
		Hourly	$ 29.04	$ 30.48	$ 32.01	$ 33.61	$ 35.29		
WATER UTILITY WORKER II	PSEA	Monthly	$ 5,685	$ 5,969	$ 6,267	$ 6,581	$ 6,910		
		Hourly	$ 32.80	$ 34.44	$ 36.16	$ 37.97	$ 39.87		
ACCOUNTING MANAGER/CONTROLLER	UNREPRESENTED	Monthly	$ 12,070	$ 12,674	$ 13,308	$ 13,973	$ 14,672	$ 15,405	$ 16,176
		Hourly	$ 69.63	$ 73.12	$ 76.78	$ 80.61	$ 84.65	$ 88.88	$ 93.32
ASSISTANT CITY MANAGER/CFO	UNREPRESENTED	Monthly	$ 16,472	$ 17,296	$ 18,161	$ 19,069	$ 20,022	$ 21,023	$ 22,075
		Hourly	$ 95.03	$ 99.78	$ 104.78	$ 110.01	$ 115.51	$ 121.29	$ 127.36
ASSISTANT LIBRARY DIRECTOR	UNREPRESENTED	Monthly	$ 9,840	$ 10,332	$ 10,849	$ 11,391	$ 11,961	$ 12,559	$ 13,187
		Hourly	$ 56.77	$ 59.61	$ 62.59	$ 65.72	$ 69.01	$ 72.46	$ 76.08
ASSISTANT TO THE CITY MANAGER	UNREPRESENTED	Monthly	$ 8,875	$ 9,319	$ 9,785	$ 10,274	$ 10,788	$ 11,327	$ 11,893
		Hourly	$ 51.20	$ 53.76	$ 56.45	$ 59.27	$ 62.24	$ 65.35	$ 68.61

CITY OF SOUTH PASADENA

SALARY SCHEDULE

EFFECTIVE SEPTEMBER 8, 2025

POSITION TITLE	BARGAINING UNIT	RATE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
BUDGET AND PURCHASING MANAGER	UNREPRESENTED	Monthly	$ 10,099	$ 10,604	$ 11,134	$ 11,691	$ 12,276	$ 12,890	$ 13,535
		Hourly	$ 58.26	$ 61.18	$ 64.23	$ 67.45	$ 70.82	$ 74.37	$ 78.09
CHIEF CITY CLERK	UNREPRESENTED	Monthly	$ 9,840	$ 10,332	$ 10,849	$ 11,391	$ 11,961	$ 12,559	$ 13,187
		Hourly	$ 56.77	$ 59.61	$ 62.59	$ 65.72	$ 69.01	$ 72.46	$ 76.08
CIP PROGRAM MANAGER	UNREPRESENTED	Monthly	$ 9,417	$ 9,888	$ 10,382	$ 10,901	$ 11,446	$ 12,018	$ 12,619
		Hourly	$ 54.33	$ 57.05	$ 59.90	$ 62.89	$ 66.03	$ 69.33	$ 72.80
CITY ENGINEER	UNREPRESENTED	Monthly	$ 12,674	$ 13,308	$ 13,973	$ 14,672	$ 15,405	$ 16,175	$ 16,984
		Hourly	$ 73.12	$ 76.78	$ 80.61	$ 84.65	$ 88.88	$ 93.32	$ 97.98
COMMUNITY DEVELOPMENT DIRECTOR	UNREPRESENTED	Monthly	$ 14,904	$ 15,649	$ 16,431	$ 17,253	$ 18,115	$ 19,021	$ 19,973
		Hourly	$ 85.98	$ 90.28	$ 94.79	$ 99.54	$ 104.51	$ 109.74	$ 115.23
COMMUNITY SERVICES DIRECTOR	UNREPRESENTED	Monthly	$ 13,122	$ 13,778	$ 14,467	$ 15,190	$ 15,950	$ 16,747	$ 17,585
		Hourly	$ 75.70	$ 79.49	$ 83.46	$ 87.63	$ 92.02	$ 96.62	$ 101.45
COMMUNITY SERVICES SUPERVISOR	UNREPRESENTED	Monthly	$ 6,293	$ 6,607	$ 6,938	$ 7,285	$ 7,649	$ 8,031	$ 8,433
		Hourly	$ 36.31	$ 38.12	$ 40.03	$ 42.03	$ 44.13	$ 46.33	$ 48.65
DEPUTY CITY MANAGER	UNREPRESENTED	Monthly	$ 14,904	$ 15,649	$ 16,431	$ 17,253	$ 18,115	$ 19,021	$ 19,973
		Hourly	$ 85.98	$ 90.28	$ 94.79	$ 99.54	$ 104.51	$ 109.74	$ 115.23
DEPUTY COMMUNITY DEVELOPMENT DIRECTOR	UNREPRESENTED	Monthly	$ 12,674	$ 13,308	$ 13,973	$ 14,672	$ 15,405	$ 16,175	$ 16,984
		Hourly	$ 73.12	$ 76.78	$ 80.61	$ 84.65	$ 88.88	$ 93.32	$ 97.98
DEPUTY COMMUNITY SERVICES DIRECTOR	UNREPRESENTED	Monthly	$ 9,840	$ 10,332	$ 10,849	$ 11,391	$ 11,961	$ 12,559	$ 13,187
		Hourly	$ 56.77	$ 59.61	$ 62.59	$ 65.72	$ 69.01	$ 72.46	$ 76.08
DEPUTY DIRECTOR OF PUBLIC WORKS	UNREPRESENTED	Monthly	$ 12,674	$ 13,308	$ 13,973	$ 14,672	$ 15,405	$ 16,175	$ 16,984
		Hourly	$ 73.12	$ 76.78	$ 80.61	$ 84.65	$ 88.88	$ 93.32	$ 97.98
DEPUTY FINANCE DIRECTOR/CONTROLLER	UNREPRESENTED	Monthly	$ 12,674	$ 13,308	$ 13,973	$ 14,672	$ 15,405	$ 16,175	$ 16,984
		Hourly	$ 73.12	$ 76.78	$ 80.61	$ 84.65	$ 88.88	$ 93.32	$ 97.98
DEPUTY FIRE CHIEF	UNREPRESENTED	Monthly	$ 14,011	$ 14,711	$ 15,447	$ 16,219	$ 17,030	$ 17,882	$ 18,776
		Hourly	$ 80.83	$ 84.87	$ 89.12	$ 93.57	$ 98.25	$ 103.17	$ 108.32
DEPUTY POLICE CHIEF	UNREPRESENTED	Monthly	$ 14,011	$ 14,711	$ 15,447	$ 16,219	$ 17,030	$ 17,882	$ 18,776
		Hourly	$ 80.83	$ 84.87	$ 89.12	$ 93.57	$ 98.25	$ 103.17	$ 108.32
ENVIRONMENTAL & SUSTAINABILITY MANAGER	UNREPRESENTED	Monthly	$ 8,875	$ 9,319	$ 9,785	$ 10,274	$ 10,788	$ 11,327	$ 11,893
		Hourly	$ 51.20	$ 53.76	$ 56.45	$ 59.27	$ 62.24	$ 65.35	$ 68.61
EXECUTIVE ASSISTANT	UNREPRESENTED	Monthly	$ 6,168	$ 6,476	$ 6,800	$ 7,140	$ 7,497	$ 7,872	$ 8,266
		Hourly	$ 35.58	$ 37.36	$ 39.23	$ 41.19	$ 43.25	$ 45.42	$ 47.69
FINANCE DIRECTOR	UNREPRESENTED	Monthly	$ 14,904	$ 15,649	$ 16,431	$ 17,253	$ 18,115	$ 19,021	$ 19,973
		Hourly	$ 85.98	$ 90.28	$ 94.79	$ 99.54	$ 104.51	$ 109.74	$ 115.23
FINANCE MANAGER	UNREPRESENTED	Monthly	$ 10,099	$ 10,604	$ 11,134	$ 11,691	$ 12,276	$ 12,890	$ 13,535
		Hourly	$ 58.26	$ 61.18	$ 64.23	$ 67.45	$ 70.82	$ 74.37	$ 78.09

CITY OF SOUTH PASADENA

SALARY SCHEDULE

EFFECTIVE SEPTEMBER 8, 2025

POSITION TITLE	BARGAINING UNIT	RATE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
FIRE CHIEF	UNREPRESENTED	Monthly	$ 15,688	$ 16,472	$ 17,296	$ 18,161	$ 19,069	$ 20,022	$ 21,090
		Hourly	$ 90.51	$ 95.03	$ 99.78	$ 104.78	$ 110.01	$ 115.51	$ 121.67
FIRE DIVISION CHIEF	UNREPRESENTED	Monthly	$ 12,674	$ 13,308	$ 13,973	$ 14,672	$ 15,405	$ 16,175	$ 16,984
		Hourly	$ 52.23	$ 54.84	$ 57.58	$ 60.46	$ 63.48	$ 66.66	$ 69.99
HUMAN RESOURCES DIRECTOR	UNREPRESENTED	Monthly	$ 13,122	$ 13,778	$ 14,467	$ 15,190	$ 15,950	$ 16,747	$ 17,585
		Hourly	$ 75.70	$ 79.49	$ 83.46	$ 87.63	$ 92.02	$ 96.62	$ 101.45
INFO TECHNOLOGY & SYSTEMS MANAGER	UNREPRESENTED	Monthly	$ 10,099	$ 10,604	$ 11,134	$ 11,691	$ 12,276	$ 12,890	$ 13,535
		Hourly	$ 58.26	$ 61.18	$ 64.23	$ 67.45	$ 70.82	$ 74.37	$ 78.09
LIBRARY DIRECTOR	UNREPRESENTED	Monthly	$ 13,122	$ 13,778	$ 14,467	$ 15,190	$ 15,950	$ 16,747	$ 17,585
		Hourly	$ 75.70	$ 79.49	$ 83.46	$ 87.63	$ 92.02	$ 96.62	$ 101.45
MANAGEMENT SERVICES DIRECTOR	UNREPRESENTED	Monthly	$ 13,122	$ 13,778	$ 14,467	$ 15,190	$ 15,950	$ 16,747	$ 17,585
		Hourly	$ 75.70	$ 79.49	$ 83.46	$ 87.63	$ 92.02	$ 96.62	$ 101.45
PLANNING MANAGER	UNREPRESENTED	Monthly	$ 10,099	$ 10,604	$ 11,134	$ 11,691	$ 12,276	$ 12,890	$ 13,535
		Hourly	$ 58.26	$ 61.18	$ 64.23	$ 67.45	$ 70.82	$ 74.37	$ 78.09
POLICE CAPTAIN	UNREPRESENTED	Monthly	$ 12,674	$ 13,308	$ 13,973	$ 14,672	$ 15,405	$ 16,175	$ 16,984
		Hourly	$ 73.12	$ 76.78	$ 80.61	$ 84.65	$ 88.88	$ 93.32	$ 97.98
POLICE CHIEF	UNREPRESENTED	Monthly	$ 15,688	$ 16,472	$ 17,296	$ 18,161	$ 19,069	$ 20,022	$ 21,090
		Hourly	$ 90.51	$ 95.03	$ 99.78	$ 104.78	$ 110.01	$ 115.51	$ 121.67
POLICE LIEUTENANT	UNREPRESENTED	Monthly	$ 12,070	$ 12,674	$ 13,308	$ 13,973	$ 14,672	$ 15,405	$ 16,176
		Hourly	$ 69.63	$ 73.12	$ 76.78	$ 80.61	$ 84.65	$ 88.88	$ 93.32
PROCUREMENT AND CONTRACTS ADMINISTRATOR	UNREPRESENTED	Monthly	$ 8,875	$ 9,319	$ 9,785	$ 10,274	$ 10,788	$ 11,327	$ 11,893
		Hourly	$ 51.20	$ 53.76	$ 56.45	$ 59.27	$ 62.24	$ 65.35	$ 68.61
PUBLIC AFFAIRS MANAGER	UNREPRESENTED	Monthly	$ 9,417	$ 9,888	$ 10,382	$ 10,901	$ 11,446	$ 12,018	$ 12,619
		Hourly	$ 54.33	$ 57.05	$ 59.90	$ 62.89	$ 66.03	$ 69.33	$ 72.80
PUBLIC WORKS DIRECTOR	UNREPRESENTED	Monthly	$ 14,904	$ 15,649	$ 16,431	$ 17,253	$ 18,115	$ 19,021	$ 19,973
		Hourly	$ 85.98	$ 90.28	$ 94.79	$ 99.54	$ 104.51	$ 109.74	$ 115.23
PUBLIC WORKS OPERATION MANAGER	UNREPRESENTED	Monthly	$ 9,417	$ 9,888	$ 10,382	$ 10,901	$ 11,446	$ 12,018	$ 12,619
		Hourly	$ 54.33	$ 57.05	$ 59.90	$ 62.89	$ 66.03	$ 69.33	$ 72.80
PUBLIC WORKS SUPERINTENDENT	UNREPRESENTED	Monthly	$ 9,068	$ 9,521	$ 9,998	$ 10,497	$ 11,022	$ 11,573	$ 12,152
		Hourly	$ 52.32	$ 54.93	$ 57.68	$ 60.56	$ 63.59	$ 66.77	$ 70.11
RISK MANAGER	UNREPRESENTED	Monthly	$ 10,099	$ 10,604	$ 11,134	$ 11,691	$ 12,276	$ 12,890	$ 13,535
		Hourly	$ 58.26	$ 61.18	$ 64.23	$ 67.45	$ 70.82	$ 74.37	$ 78.09
SENIOR CIVIL ENGINEER	UNREPRESENTED	Monthly	$ 10,099	$ 10,604	$ 11,134	$ 11,691	$ 12,276	$ 12,890	$ 13,535
		Hourly	$ 58.26	$ 61.18	$ 64.23	$ 67.45	$ 70.82	$ 74.37	$ 78.09
SENIOR HUMAN RESOURCES ANALYST	UNREPRESENTED	Monthly	$ 8,454	$ 8,877	$ 9,321	$ 9,787	$ 10,276	$ 10,790	$ 11,330
		Hourly	$ 48.77	$ 51.21	$ 53.78	$ 56.46	$ 59.28	$ 62.25	$ 65.37

CITY OF SOUTH PASADENA
SALARY SCHEDULE
EFFECTIVE SEPTEMBER 8, 2025

POSITION TITLE	BARGAINING UNIT	RATE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
SENIOR MANAGEMENT ANALYST	UNREPRESENTED	Monthly	$ 8,454	$ 8,877	$ 9,321	$ 9,787	$ 10,276	$ 10,790	$ 11,330
		Hourly	$ 48.77	$ 51.21	$ 53.78	$ 56.46	$ 59.28	$ 62.25	$ 65.37
TRANSPORTATION PROGRAM MANAGER	UNREPRESENTED	Monthly	$ 8,875	$ 9,319	$ 9,785	$ 10,274	$ 10,788	$ 11,327	$ 11,893
		Hourly	$ 51.20	$ 53.76	$ 56.45	$ 59.27	$ 62.24	$ 65.35	$ 68.61
WATER OPERATIONS MANAGER	UNREPRESENTED	Monthly	$ 9,417	$ 9,888	$ 10,382	$ 10,901	$ 11,446	$ 12,018	$ 12,619
		Hourly	$ 54.33	$ 57.05	$ 59.90	$ 62.89	$ 66.03	$ 69.33	$ 72.80
FIRE CAPTAIN	FFA	Monthly	$ 10,247	$ 10,759	$ 11,297	$ 11,862	$ 12,455		
		Hourly	$ 42.23	$ 44.34	$ 46.55	$ 48.88	$ 51.33		
FIRE ENGINEER	FFA	Monthly	$ 9,229	$ 9,690	$ 10,175	$ 10,684	$ 11,218		
		Hourly	$ 38.03	$ 39.93	$ 41.93	$ 44.03	$ 46.23		
FIREFIGHTER/PARAMEDIC	FFA	Monthly	$ 8,789	$ 9,229	$ 9,690	$ 10,175	$ 10,684		
		Hourly	$ 36.22	$ 38.03	$ 39.93	$ 41.93	$ 44.03		
FIREFIGHTER TRAINEE	FFA	Monthly	$ 7,520	$ 7,896	$ 8,291	$ 8,705	$ 9,140		
		Hourly	$ 30.99	$ 32.54	$ 34.17	$ 35.87	$ 37.66		
FIRE INSPECTOR	FFA	Monthly	$ 7,112	$ 7,468	$ 7,841	$ 8,233	$ 8,645		
		Hourly	$ 41.03	$ 43.08	$ 45.24	$ 47.50	$ 49.88		
POLICE SERGEANT	POA	Monthly	$ 10,257	$ 10,770	$ 11,308	$ 11,873	$ 12,467		
		Hourly	$ 59.18	$ 62.13	$ 65.24	$ 68.50	$ 71.93		
POLICE CORPORAL	POA	Monthly	$ 8,773	$ 9,212	$ 9,673	$ 10,156	$ 10,664		
		Hourly	$ 50.61	$ 53.15	$ 55.81	$ 58.59	$ 61.52		
POLICE OFFICER	POA	Monthly	$ 7,864	$ 8,257	$ 8,670	$ 9,104	$ 9,559		
		Hourly	$ 45.37	$ 47.64	$ 50.02	$ 52.52	$ 55.15		
POLICE OFFICER RECRUIT	POA	Monthly	$ 7,493	$ 7,868	$ 8,261	$ 8,674	$ 9,108		
		Hourly	$ 43.23	$ 45.39	$ 47.66	$ 50.04	$ 52.55		
LEAD POLICE DISPATCHER	POA	Monthly	$ 5,873	$ 6,167	$ 6,475	$ 6,799	$ 7,139		
		Hourly	$ 33.88	$ 35.58	$ 37.36	$ 39.23	$ 41.19		
POLICE DISPATCHER	POA	Monthly	$ 5,235	$ 5,496	$ 5,771	$ 6,060	$ 6,363		
		Hourly	$ 30.20	$ 31.71	$ 33.29	$ 34.96	$ 36.71		
PARKING CONTROL OFFICER	POA	Monthly	$ 4,342	$ 4,559	$ 4,787	$ 5,027	$ 5,278		
		Hourly	$ 25.05	$ 26.30	$ 27.62	$ 29.00	$ 30.45		
POLICE CLERK I	POA	Monthly	$ 4,190	$ 4,400	$ 4,620	$ 4,851	$ 5,093		
		Hourly	$ 24.17	$ 25.38	$ 26.65	$ 27.99	$ 29.38		
POLICE CLERK II	POA	Monthly	$ 4,274	$ 4,488	$ 4,712	$ 4,948	$ 5,195		
		Hourly	$ 24.66	$ 25.89	$ 27.18	$ 28.55	$ 29.97		
ACCOUNTING CLERK	PSEA-PT	Hourly	$ 22.57	$ 23.70	$ 24.88	$ 26.13	$ 27.44		
ADMINISTRATIVE ASSISTANT	PSEA-PT	Hourly	$ 27.95	$ 29.35	$ 30.81	$ 32.36	$ 33.98		

CITY OF SOUTH PASADENA
SALARY SCHEDULE
EFFECTIVE SEPTEMBER 8, 2025

POSITION TITLE	BARGAINING UNIT	RATE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G
COMMUNITY SERVICES COORDINATOR	PSEA-PT	Hourly	$ 33.90	$ 35.60	$ 37.37	$ 39.24	$ 41.21		
COMMUNITY SERVICES LEADER	PSEA-PT	Hourly	$ 27.97	$ 29.37	$ 30.84	$ 32.38	$ 34.00		
FIRE PREVENTION SPECIALIST	PSEA-PT	Hourly	$ 23.47	$ 24.64	$ 25.87	$ 27.17	$ 28.53		
HIGH SCHOOL INTERN (HIRED AFTER 11/5/14)	PSEA-PT	Hourly	$ 17.09	$ 17.94	$ 18.84	$ 19.78	$ 20.77		
LIBRARIAN	PSEA-PT	Hourly	$ 35.66	$ 37.44	$ 39.32	$ 41.28	$ 43.34		
LIBRARY ASSISTANT	PSEA-PT	Hourly	$ 22.00	$ 23.10	$ 24.26	$ 25.47	$ 26.74		
LIBRARY ASSOCIATE	PSEA-PT	Hourly	$ 26.67	$ 28.00	$ 29.40	$ 30.87	$ 32.41		
LIBRARY CLERK	PSEA-PT	Hourly	$ 20.00	$ 21.00	$ 22.05	$ 23.15	$ 24.31		
MAINTENANCE ASSISTANT	PSEA-PT	Hourly	$ 23.92	$ 25.11	$ 26.37	$ 27.69	$ 29.07		
MANAGEMENT AIDE	PSEA-PT	Hourly	$ 30.05	$ 31.55	$ 33.13	$ 34.79	$ 36.53		
MANAGEMENT ANALYST	PSEA-PT	Hourly	$ 39.64	$ 41.63	$ 43.71	$ 45.89	$ 48.18		
MANAGEMENT ASSISTANT	PSEA-PT	Hourly	$ 33.63	$ 35.30	$ 37.07	$ 38.92	$ 40.87		
MANAGEMENT INTERN (HIRED AFTER 11/5/14)	PSEA-PT	Hourly	$ 25.46	$ 26.73	$ 28.06	$ 29.47	$ 30.94		
PARKING CONTROL AIDE	PSEA-PT	Hourly	$ 20.00	$ 21.00	$ 22.05	$ 23.15	$ 24.31		
POLICE CADET	PSEA-PT	Hourly	$ 20.00	$ 21.00	$ 22.05	$ 23.15	$ 24.31		
RECREATION CAMP DIRECTOR	PSEA-PT	Hourly	$ 23.66	$ 24.83	$ 26.07	$ 27.37	$ 28.74		
RECREATION LEADER	PSEA-PT	Hourly	$ 20.00	$ 21.00	$ 22.05	$ 23.15	$ 24.31		
REFERENCE LIBRARIAN	PSEA-PT	Hourly	$ 26.49	$ 27.81	$ 29.20	$ 30.66	$ 32.20		
SENIOR MANAGEMENT ANALYST	PSEA-PT	Hourly	$ 48.77	$ 51.21	$ 53.78	$ 56.46	$ 59.28		
SENIOR CENTER FOOD SERVICES LEADER	PSEA-PT	Hourly	$ 20.00	$ 21.00	$ 22.05	$ 23.15	$ 24.31		
TRANSPORTATION DRIVER	PSEA-PT	Hourly	$ 21.45	$ 22.52	$ 23.65	$ 24.83	$ 26.07		

Actual salaries may differ due to rounding.

**** Salary calculation - monthly salary multiplied by 12 months equals annual salary and divided by 2080 (2912 for Fire) hours equals hourly rate.***

Exhibit B

Classifications to be Retitled

Current Job Title	Proposed Job Title
Permit Counter Technician	Permit Technician
Senior Maintenance Worker	Lead Maintenance Worker
Library Public Services and Support Manager	Library Manager
Library Digital Services Manager	Library Manager
Administrative Secretary	Administrative Assistant
Program Specialist	Community Services Coordinator
Sr. Community Improvement Coordinator	Lead Code Enforcement Officer
Community Improvement Coordinator	Code Enforcement Officer
Site Manager	Food Services Leader
Typist Clerk I and II	Library Assistant
Library Aide I and II	Library Clerk
Police Assistant II	Lead Police Dispatcher
Police Assistant I	Police Dispatcher
Firefighter	Firefighter Trainee
Principal Engineer	City Engineer

Exhibit C

Classifications to be Eliminated

Facilities Maintenance Supervisor
Parks Supervisor
Public Works Assistant
Lead Transportation Driver
Management Intern (Incumbent)
Secretary
High School Intern (Incumbent)
Intern (hired after 11/5/14)
Library Aide I and II
Intern (Incumbent)
Typist Clerk I and II
Principal Management Analyst
HR Manager
Film Liaison (part-time)
Senior Clerk
Facilities Maintenance Supervisor
Library Clerk I

City Council Agenda Report

ITEM NO. 10

DATE: September 3, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Roxanne Diaz, City Attorney

SUBJECT: **CONSIDERATION OF SECOND READING AND ADOPTION OF AN ORDINANCE OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING SECTION 19A.26 (LOUD PARTY) OF CHAPTER 19A (NOISE REGULATION) OF THE SOUTH PASADENA MUNICIPAL CODE TO REGULATE LOUD AND UNRULY GATHERINGS**

Recommendation

Staff recommends the City Council adopt the ordinance amending Section 19A.26 (Loud party) of Chapter 19A (Noise Regulation) of the South Pasadena Municipal Code to regulate loud and unruly gatherings.

Background

At the City Council meeting of August 20, 2025, the City Council introduced for first reading an ordinance amending Section 19A.26 of Chapter 19A (Noise Regulations) related to loud and unruly gatherings, which was approved by City Council. Staff is now recommending that the City Council adopt the ordinance.

Analysis

Earlier this summer, the South Pasadena Police Department responded to a late night loud and unruly gathering on Camino Verde receiving many calls for service that consisted of but not limited to loud music, large groups standing in the street, obstruction of the street, intoxication and littering. We understand the owner of the property rented his property to a third-party promotor to host a late-night party. In reviewing the City's ordinance regarding such types of events, we determined that the City's existing "loud party" ordinance should be strengthened. These types of events generally call upon the use of services from nearby police departments and one way to deter these types of events is to pass the costs of law enforcement onto the owner of the property and/or the person responsible for the event.

The proposed ordinance for adoption amends Section 19A.26 in its entirety and that section will now be entitled "Loud or unruly gatherings." First, the ordinance defines a "loud or unruly gathering" to mean a gathering of two or more persons for a social occasion or any other activity at any residential unit and the property surrounding it during which loud or unruly conduct occurs that is a violation of the California Penal Code or is otherwise a threat to the public peace, health, safety, or welfare, including, without limitation, any or all of the following: Loud noise or music from any source within the residential unit or its curtilage that interferes with the quiet enjoyment of residential property; Obstruction of a street or other public right- of-way, or a portion thereof, with vehicles or pedestrians; Public intoxication or drinking in public;

The service of alcohol to minors; Possession and/or consumption of alcohol, marijuana, or narcotics by minors; Assaults, batteries, fights, domestic violence or other disturbances of the peace; Vandalism or destruction of real or personal property; Littering of any trash, debris, bottles, cans or other items of personal property on real property or on a public right-of-way; Urinating, vomiting, or defecating in public; or Other disturbances of the peace, including, but not limited to, throwing objects or spraying liquids into the public right-way, sidewalks or alleys, or other conduct that constitutes a threat to public health, safety, or quiet enjoyment of residential property or public property. Such gatherings are prohibited and constitute a public nuisance.

Upon the Police Department's first response to such a gathering, the police officer shall issue a written notice to the owner or the responsible person at the property informing them that they will be held liable for the costs of providing police personnel above the normal services provided (i.e. the first call to the property). If the Police Department is subsequently called out that evening/morning or any time thereafter (for one year), the costs of law enforcement to enforce an order to terminate the gathering and/or an order for all persons to leave the premises, will be charged to the owner and/or responsible person. The ordinance makes it a misdemeanor for refusal to sign receipt of the warning notice or any subsequent notice. There is also a provision in the ordinance that if no responsible person or owner signs the warning, the police officer is authorized to post the notice at the property. Once a notice is posted, it cannot be removed for one year and the costs for any calls for service for a loud and unruly gathering will be charged to the owner and/or responsible person.

Fiscal Impact
There is no fiscal impact in adopting this ordinance. The ordinance proposes to recoup the City's extraordinary costs for responding to loud and unruly gatherings after a warning has been issued. Finance will work with the Police Department to invoice and recover costs, when appropriate.

Attachment:
Attachment No. 1 - Proposed Ordinance

CITY OF SOUTH PASADENA
ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING SECTION 19A.26 (LOUD PARTY) OF CHAPTER 19A (NOISE REGULATION) OF THE SOUTH PASADENA MUNICIPAL CODE TO REGULATE LOUD AND UNRULY GATHERINGS

WHEREAS, the City of South Pasadena, pursuant to its police powers delegated by the California Constitution, has the authority to enact laws which promote the public health, safety, and general welfare of its residents;

WHEREAS, the occurrence of loud and unruly gatherings on residential property is a threat to the quiet enjoyment of residential property and to the public health, safety, and welfare due to excessive noise, traffic, obstruction of streets, service of alcohol to minors, public intoxication, disturbances of the peace, vandalism and litter;

WHEREAS, the Police Department and other City Departments and personnel of the City of South Pasadena are called upon to respond, often on multiple occasions, to loud or unruly parties;

WHEREAS, these gatherings are a burden on City resources and can delay responses to emergency calls and thereby reduce the public safety to others; and

WHEREAS, to mitigate the negative impacts of loud or unruly gatherings on City residents, residential property owners and persons responsible for these gatherings should be held accountable through the issuance of administrative citations and other penalties.

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

SECTION 1. Recitals. The City Council finds the foregoing recitals and their findings to be true and correct.

SECTION 2. Section 19A.26 (Loud Party) of Article 6 (General Noise Regulations) of Chapter 19A (Noise Regulation) of the South Pasadena Municipal Code is amended in its entirety to read as follows:

"**19A.26 Loud or unruly gatherings.**

(a) For purposes of this section, the words and phrases used in this section are defined as follows:

(1) Loud or Unruly Gathering. "Loud or unruly gathering" means a gathering of two or more persons for a social occasion or any other activity at any residential unit or its curtilage during which loud or unruly conduct occurs that constitutes a violation of

the California Penal Code or is otherwise a threat to the public peace, health, safety, or welfare, including, without limitation, any or all of the following:

(A) Loud noise or music from any source within the residential unit or its curtilage that interferes with the quiet enjoyment of residential property;

(B) Obstruction of a street or other public right- of-way, or a portion thereof, with vehicles or pedestrians;

(C) Public intoxication or drinking in public;

(D) The service of alcohol to minors;

(E) Possession and/or consumption of alcohol, marijuana, or narcotics by minors;

(F) Assaults, batteries, fights, domestic violence or other disturbances of the peace;

(G) Vandalism or destruction of real or personal property;

(H) Littering of any trash, debris, bottles, cans or other items of personal property on real property or on a public right-of-way;

(I) Urinating, vomiting, or defecating in public; or

(J) Other disturbances of the peace, including, but not limited to, throwing objects or spraying liquids into the public right-way, sidewalks or alleys, or other conduct that constitutes a threat to public health, safety, or quiet enjoyment of residential property or public property.

(2) Minor. "Minor" means any person under the age of eighteen years.

(3) Owner. "Owner" means any person(s), including any individual, firm, association, organization, partnership, trust, business, corporation, company or other entity, who owns the residential unit where a loud or unruly gathering occurs, as shown on Los Angeles County's last equalized Property Tax assessment roll, or the supplemental roll, whichever is more current.

(4) Residential Unit. "Residential unit" means any "dwelling unit," as defined in Section 36.700.020(D) of this code, and each unit of all "multi-family dwellings," as defined in Section 36.700.020(M) of this code. A "residential unit" also includes; (A) any other buildings, structures, and improvements on the premises, as well as balconies, decks, patios, yards, and all other interior and exterior areas; and (B) common use or other areas of multi-family dwellings. "Residential unit" does not include any room or unit of a hotel or motel.

(5) Responsible Person. “Responsible person” means and includes, without limitation, any person(s), individual, firm, association, organization, partnership, trust, business, corporation, company, or other entity:

(A) Who is the owner or who rents, leases, uses or otherwise is in charge of the residential unit, regardless of whether such residential unit is rented, leased or used with or without compensation, where a loud or unruly gathering occurs; or

(B) Who organizes, promotes, or sponsors a gathering that becomes loud or unruly; or

(C) Receives money, compensation, or consideration for granting access to a residential unit where a loud or unruly gatherings occurs.

If the “responsible person” is a minor, then the parent(s) or guardian(s) of such minor shall also be considered a “responsible person.”

(b) Loud or Unruly Gatherings Prohibited. Loud or unruly gatherings are unlawful and prohibited at any residential unit within the city and shall constitute a public nuisance subjecting the owner and/or responsible person to fines and/or penalties under this section. The city may abate a loud or unruly gathering by all available means, including, without limitation: (1) an order from a peace officer to the responsible person(s) to immediately terminate the loud or unruly gathering; and/or (2) an order of a peace officer to all non-resident persons at a gathering to immediately leave the premises. It shall be unlawful and a violation of this section for any person to fail to comply with an order of a peace officer that is issued in connection with a loud or unruly gathering. The abatement of a loud or unruly gathering by peace officers shall not preclude the city from exercising other remedies against persons who violate this section, including without limitation, the issuance of administrative or criminal citations.

(c) Liability and Notice Regarding a Loud or Unruly Gathering.

(1) When a peace officer responds to a complaint involving a loud or unruly gathering, or otherwise intervenes, by issuing one or more of the orders stated in subsection (b) of this section at a loud or unruly gathering, the responding officer(s) shall issue a written notice to the responsible person and/or owner if such person is available on the premises of the residential unit, warning and stating that such responsible person and/or owner will be held liable for the costs of providing police personnel over and above the normal services provided by the police department to those premises (i.e. special police services). This first warning shall be deemed to be the normal services provided. Further, the notice provided shall also state that if a subsequent police response(s) is necessary to address the same or another violation of this section at the same residential unit within one year after issuance of said notice, the responsible person(s) and/or owner shall be jointly and severally liable for the costs of each subsequent police response, including the costs of any law enforcement personnel from other jurisdictions, necessary to abate the condition, as set forth for in subsection (h) of this section.

(2) The notice shall be signed by the responsible person and/or owner, acknowledging receipt of the warning, and a signed copy of the notice shall be left with the responsible person and/or owner. If a second or any subsequent response is required, police department personnel shall have the available responsible person and/or owner sign a "Second Response" notice, acknowledging the occurrence of the second response, and any subsequent additional notice for each response thereafter.

(d) Notice of Unlawful Loud or Unruly Gathering. When police department personnel become aware of any scheduled gathering which would be unlawful under this section, peace officers may issue a written notice to a responsible person describing the unlawful nature of the party. The notice provided shall state that if police department personnel are required to thereafter respond to the scheduled gathering, such response shall constitute special police services. The notice shall state the responsible person and/or owner will be assessed for the costs of each subsequent police response, including the costs of any law enforcement personnel from other jurisdictions, necessary to abate the condition, as set forth for in subsection (h) of this section.

(e) Notice - Signature Unavailable. If no responsible person and/or owner is available at the residential unit to sign receipt of the notice described in subsection (c) and/or (d) (collectively “notice”) when the police are present, or the responsible person and/or owner refuses to sign receipt of the notice, a copy of the notice shall be posted in a conspicuous place at the residential unit on each occasion the police provides notice. A refusal by a responsible person and/or owner at the residential unit to sign a receipt of the warning or any subsequent notice after being requested to do so by a peace officer is a misdemeanor.

(f) Removal of Posted Notice Prohibited. It shall be unlawful for any person to alter, tamper with or deface a posted notice described in subsection (e), or remove it prior to one year from the date of the posting. If a posted notice is altered, tampered with, defaced, or removed prior to one year from the date of posting, the notice shall be replaced and a new one year posting period shall commence on the date of replacement.

(g) Notice to owner. A copy of the notice provided and/or posted under this section shall be served on the owner by personal service or by depositing in the mail for delivery by the United States Postal Service, in a sealed envelope, postage prepaid, addressed to the owner show on the county’s last equalized property tax assessment roll.

(h) Cost Reimbursement.

(1) The responsible person(s) or if such person is a minor, then the parents or legal guardians of the minor, and/or the owner, shall be jointly and severally liable for all of the following costs attributable to the loud or unruly gathering:

(A) The actual cost incurred by the city beyond the initial response by the city necessary to abate the loud or unruly gathering, including, without limitation, police and fire response;

(B) Damage to public property;

(C) Injuries to City personnel; and

(D) Administrative costs incurred by the city in connection with the billing and collection of such costs.

(2) The police department shall accurately compute the cost to the city of providing such services pursuant to subsection (i)(1) of this section. The responsible person(s) and/or owner shall be billed for these costs by the city and payment shall be due and payable within fifteen days of the billing date. Should the amount of the bill not be paid when due, the city may collect the debt, as well as any costs incurred in collecting the debt due to nonpayment, pursuant to any available provision of the law.

(i) Fines and Penalties for Violations. A responsible person(s) and/or owner violating this section shall be issued a citation utilizing the administrative citation procedures set forth in Chapter 1A. For any violation of this section, the fine shall be one thousand dollars ($1,000.00) for each violation. The issuance of an administrative fine does not preclude other potential civil actions or criminal prosecutions under any other provision of law, including the prosecution for maintaining a public nuisance against the responsible person and/or the owner.

(j) Appeal. Any responsible person and/or owner receiving an administrative fine or a bill for police department services provided pursuant to this section, may file a written request for an appeal hearing pursuant to the provisions of Chapter 1A.

(k) Absentee Owner - Liability Exceptions. Any owner who does not reside within the residential unit at the time a loud or unruly gathering occurs shall not be liable under this section if such owner has: (1) included covenants within the written lease or rental agreement for the premises on which a loud or unruly gathering occurs that contain specific language prohibiting the activities described in this section; and (2) demonstrated due diligence in abating an unmanageable tenant(s) or responsible person(s) for a loud or unruly gathering. An owner who does not reside within the residential unit and has a written lease or rental agreement dated on or before the effective date of this section for the residential unit on which a loud or unruly gathering has occurred shall only need to demonstrate due diligence in abating an unmanageable tenant(s) or responsible person(s) for a loud or unruly gathering to not be liable under subsection (h) of this section.

(l) Administrative Rules and Regulations. The chief of police may adopt administrative rules and regulations for the purpose of implementing the provisions of this section.

(m) The provisions of this section shall not apply to activities protected under the United States Constitution."

SECTION 3. Severability. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, or contravened by reason of any preemptive legislation, the remaining sections and/or provisions of this Ordinance shall remain valid. The City Council hereby declares that it would have adopted this Ordinance,

and each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, regardless of the fact that any one or more section(s) or provision(s) may be declared invalid or unconstitutional or contravened via legislation.

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

PASSED, APPROVED AND ADOPTED on this 3rd day of September 2025.

Janet Braun, Mayor

ATTEST:

Mark Perez, Acting Chief City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

CITY OF SOUTH PASADENA

CITY CLERK'S DIVISION

CERTIFICATION OF ORDINANCE

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF SOUTH PASADENA)

I, Mark Perez, Acting Chief City Clerk of the City of South Pasadena, do hereby certify that Ordinance No. was duly and regularly approved and adopted at a Regular meeting of the City Council on this 3rd day of September 2025, by the following votes as the same appears on file and of record in the Office of the City Clerk.

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Mark Perez, Acting Chief City Clerk

City Council Agenda Report

ITEM NO. 11

DATE: September 3, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Erika Ramirez, Community Development Director
Robert (Dean) Flores, Acting Planning Manager

SUBJECT: **CONSIDERATION OF SECOND READING AND ADOPTION OF AN ORDINANCE AMENDING CHAPTER 36 (ZONING) OF THE SOUTH PASADENA MUNICIPAL CODE AS IT RELATES TO HEIGHT, DENSITY AND DEVELOPMENT STANDARDS IN THE CITY'S ZONING AND OVERLAY DISTRICTS AND AMENDING THE CITY'S ZONING MAP TO IMPLEMENT THE CITY'S 2021-2029 (6TH CYCLE) HOUSING ELEMENT**

Recommendation

It is recommended that the City Council adopt an Ordinance amending Chapter 36 of the South Pasadena Municipal Code (Zoning Code) as it relates to height, density and development standards in the City's zoning and overlay districts and amending the City's Zoning Map to implement the City's 2021-2029 (6th Cycle) Housing Element.

Executive Summary

This is the second reading of a proposed ordinance amending Chapter 36 (Zoning) of the South Pasadena Municipal Code as it relates to height, density and development standards to implement the City's Housing Element. This item is part of an overall project that featured amendments to the City's General Plan Land Use and Housing Elements (and Land Use Map), the Downtown Specific Plan (DTSP), SPMC Chapter 36 (Zoning) and the official Zoning Map to implement Housing Element programs that support multi-family housing throughout the City.

As part of the approval of the first reading on August 20, 2025, the City Council motion included the following changes to the proposed ordinance:

- Decreased the maximum height from 60' to 55' in zoning districts with a maximum allowable density of 70 units per acre;
- Increased the minimum open space requirement from 150 square feet per dwelling unit to 200 square feet per dwelling unit; and
- Decreased the minimum total landscaping requirement from 20% to 12%.

The revised ordinance includes those amendments.

Background

On August 20, 2025, staff introduced for first reading an ordinance amending Chapter 36

(Zoning) of the South Pasadena Municipal Code as it relates to height, density and development standards to implement the City's Housing Element. The proposed ordinance updated height and development standards, consistent with Measure SP, approved by the voters in November 2024. After a robust discussion, the City Council approved the first reading (by vote of 4-0, with one Councilmember absent) subject to amendments to decrease the maximum height and landscaping requirements and increase the minimum open space requirement.

The City Council has previously approved the amendments of the General Plan, Housing Element, and DTSP via Resolutions while the amendments to the Zoning Code and Zoning Map require ordinance introduction and ultimate adoption.

Analysis

The primary objective of the proposed ordinance is to adjust maximum allowable building heights and residential densities (dwelling units per acre) in targeted areas of the City. As previously noted, the Council adjusted the maximum height to 55' in areas with a maximum density of 70 units per acre. The ordinance also includes the following maximum heights:

- Areas with a maximum density of 90 units/acre - 70 ft. max height
- Areas with a maximum of density of 50 units/acre - 50 ft. max height
- Areas with a maximum density of 30 units/acre - 45 ft. max height

Additionally, the ordinance allows residential development on certain religious congregation and private school sites, subject to the following criteria:

- Sites in the CF zone larger than two acres: up to 50 du/ac, or
- Sites in the DTSP Civic zone larger than one acre
- Rezone non-sanctuary properties to Mixed-Use Core (70 du/ac)

The project included evaluation of existing conditions across affected areas, including downtown districts, Huntington Drive and the Ostrich Farm area. Based on this analysis, the majority of RM-zoned properties in the Ostrich Farm and portions of Huntington Drive were removed from the Housing Opportunity Overlay (HOO) Zone. As part of the ordinance, the Zoning Map is also proposed to be updated to reflect the locations of all affected areas. For reference, the proposed Zoning Map is included as Exhibit B of Attachment 1. The proposed changes include the following:

- Modifying the boundaries of the HOO Zone by removing the many of the RM-zoned properties along Ostrich Farm area while maintaining most of the RM-zoned properties along Huntington Drive. Some RM-zoned properties along Olive Avenue and La Senda Place were proposed to be removed in the HOO Zone.
- Allowing housing on certain CF-zoned properties (as mentioned previously) and showing their locations on the map (CF-50).

Other revisions directed by the City Council include two additional changes to the ordinance, specifically to increase the minimum open space requirement to 200 sq.ft. per dwelling unit (an increase from 150 sq.ft. per dwelling unit as part of the original iteration of the ordinance) and a reduction of the minimum site landscaping area from 20% to 12%.

It should also be noted that in review of the ordinance for second reading, staff fixed a clerical

error related to the maximum lot coverage in Table 2-6 - Mixed-Use Overlay District Development Standards. The 70% reference under lot coverage should have been deleted. This revision was listed in the PowerPoint presentation provided to the City Council and discussed by the City's consultant at the meeting.

Lastly, it should be noted that the Council motion included revising the DTSP area to remove the block of Mission Street between Fair Oaks and Mound Avenue from the Fair Oaks Corridor to the Mixed Use Core. This change is reflected in the DTSP resolution and not in this proposed ordinance.

Fiscal Impact
Upon adoption of the proposed amendments, staff time would be required to implement the updated Zoning Code and Zoning Map. These costs are included in Community Development's operating budget for fiscal year 2024-2025 and adopted budget of fiscal year 2025-26. Additionally, any future development projects as a result of the proposed amendments will have to pay their respective permit and development impact fees.

Key Performance Indicators and Strategic Plan
This project supports the following priority in the Strategic Plan:

Priority 5: Plan for affordable housing to comply with state mandates and respond to community needs.

Environmental Analysis
The policies and implementation documents that were adopted and now proposed for amendment were analyzed in the Environmental Assessment (EA) prepared for the Housing Element, and adopted by the City Council on May 30, 2023, and the changes are within the scope of that analysis.

Further, the policies and implementation documents that were adopted and now proposed for amendment were analyzed in the Program Environmental Impact Report (PEIR) for the General Plan and Downtown Specific Plan Update and 2021-2029 Housing Element Implementation Programs, which was certified by the Council on September 27, 2023. Section 15164 of the State CEQA Guidelines states that an Addendum to an earlier Mitigated Negative Declaration or EIR shall be prepared if some changes or additions are necessary to the previously adopted document, but none of the conditions described in Section 15162 calling for preparation of a subsequent Mitigated Negative Declaration or EIR have occurred. Based on the analysis and information contained in the Addendum to the PEIR, included as Attachment 10 to the staff report presented herein, there is no evidence that the proposed project requires major changes to the PEIR. Comparison of the previous project with the proposed Amendments indicates that there are no new significant environmental impacts associated with implementation of height, density and development standards to support housing development. In addition, there is no substantial evidence that the circumstances under which the project is undertaken have substantially changed, and there is no evidence of new or more severe environmental impacts arising out of the proposed changes to the policy documents. The amendments to these policy documents are considered in the same context of compliance with the City's Regional Housing Needs Assessment (RHNA), as it has been allocated to require planning for additional housing development amid a statewide housing shortage, as reflected in the certified Housing Element. Therefore, an addendum to the PEIR has been prepared in compliance with CEQA.

This Project also qualifies for a recently enacted CEQA exemption for housing element implementation, as codified in Public Resources Code Section 21080.085, and adopted as part of SB 131 which took immediate effect. This exemption provides as follows:

"21080.085 (a) This division [CEQA] does not apply to a rezoning that implements the schedule of actions contained in an approved housing element pursuant to subdivision (c) of Section 65583 of the Government Code."

Section 65583 (c) implementation actions, although referred to in the exemption as rezoning, are broadly defined to include, but are not limited to:

- Making make sites available during the planning period with appropriate zoning and development standards to accommodate RHNA needs for all income levels that could not be accommodated on sites identified in the sites inventory,
- Assisting in the development of adequate housing to meet the needs of extremely low, very low, low-, and moderate-income households.
- Removing governmental and nongovernmental constraints for development of housing for all income levels

The Project includes consistency amendments among the various interrelated documents (General Plan, Housing Element, Downtown Specific Plan, and Zoning) that are within the scope of, and contemplated by programs under Section 65583 (c).

With respect to tribal consultation, the proposed adjustments to height, density, and other standards have no impact on tribal cultural resources. However, these impacts were considered in the PEIR and nothing contained in the proposed Amendments alters the type, level or severity of impact in terms of tribal cultural resources because the proposal is limited to adjusting existing development standards and residential density which, in of itself, do not directly relate to adverse impacts of any tribal cultural resources as listed above. Although not required pursuant to CEQA, the City invited tribal consultation pursuant to SB 19. The Gabrieleño Band of Mission Indians - Kizh Nation requested consultation. The Tribe and the City engaged in consultation, and the Tribe requested mitigation related to tribal monitoring for any ground disturbing activities associated with the Project. However, this Project involved policy and planning decisions with no ground disturbance contemplated, thus there is no ground monitoring to be monitored, and there would not be any unanticipated discovery of tribal cultural resources or human remains. In the future, specific development projects would be reviewed for CEQA applicability and compliance, and based on the environmental review process undertaken, tribal monitoring of related ground disturbances, and protocols for unanticipated discovery of tribal cultural resources or human remains may be required or added as a mitigation. Further, all projects are subject to existing laws related to discovery and treatment of human remains.

Additionally, during the June 24, 2025 Planning Commission meeting a resident, Mr. Ed Elsner, provided a public comment that questioned the environmental review of the Housing Opportunity Overlay zone with a 70 dwelling units per acre allowed density. Mr. Elsner referred to comments he made on the Program EIR for the General Plan and Downtown Specific Plan Update and Housing Element Implementation Programs related to Housing Element Table VI-51 (now Table VI-53) assumptions and responses to those comments regarding the City's intent to correct the table through a future amendment process, which is

part of this current project effort. However, when the City Council adopted the Housing Opportunity Overlay zone in March 2024, in order to implement the housing element and obtain HCD certification, the City Council found that the rezoning action was exempt from CEQA, pursuant to Government Code Section 65759. This determination was based on the action being taken to bring the General Plan into compliance with state law and a court order related to the Housing Element litigation. Further, an Environmental Assessment was prepared and adopted for the Housing Element, pursuant to the special provisions of Government Code Section 65759, and the Housing Overlay zone implemented the housing element. The City filed a notice of exemption related to adoption of the Housing Opportunity Overlay zone, and the CEQA challenge period has long since expired. Therefore, CEQA review of the Housing Opportunity Overlay has been completed, and the implementation actions contemplated as part of this Project result in scaling back the Housing Opportunity Overlay Zone on certain RM properties, and thus would have lesser impacts, including any impacts to views or vistas, than under current regulations.

Attachment:
Attachment No. 1 - Proposed Ordinance (Zone Text Map Amendment)

ORDINANCE NO.____

AN ORDINANCE OF THE CITY OF SOUTH PASADENA AMENDING CHAPTER 36 (ZONING) OF THE SOUTH PASADENA MUNICIPAL AS IT RELATES TO HEIGHT, DENSITY AND DEVELOPMENT STANDARDS IN THE CITY'S ZONING AND OVERLAY DISTRICTS AND AMENDING THE CITY'S ZONING MAP TO IMPLEMENT THE CITY'S 2021-2029 (6TH CYCLE) HOUSING ELEMENT

WHEREAS, on May 30, 2023, the City Council adopted the Environmental Assessment (EA) prepared for the 2021-2029 (6th Cycle) Housing Element ("Housing Element") and then adopted the Housing Element;

WHEREAS, on September 27, 2023, the City Council adopted the Program Environmental Impact Report (PEIR) prepared for the General Plan Update and the Downtown Specific Plan, and the Housing Element Implementation Programs Project;

WHEREAS, on July 29, 2024, the California Housing and Community Development Department issued a findings letter indicating that the City's Housing Element, is in substantial compliance with State Law;

WHEREAS, the City has continued to work diligently to implement Housing Element programs, including adopting a new General Plan, Downtown Specific Plan, and rezoning;

WHEREAS, Housing Element Program 2.n called for the City to place a ballot initiative before the voters of South Pasadena to consider removing the 45-foot building height limit in certain parts of the City, and on November 5, 2024, South Pasadena residents approved said measure with the results being certified by the City Council on December 18, 2025, thus enabling amendments to the General Plan, Downtown Specific Plan, and the South Pasadena Zoning Code consistent with the adopted Housing Element;

WHEREAS, on February 1 and February 15, 2025, the City conducted walking tours to familiarize residents and public officials with the areas under consideration for revised building height limits and development standards, with staff receiving feedback and suggestions from the community on potential changes to both the South Pasadena Municipal Code and Downtown Specific Plan, with approximately 40 residents in attendance at each event;

WHEREAS, on February 18, 2025, the City conducted an open house to showcase the analysis prepared in regard to height limits in conjunction with housing density, with maps showing areas in which the City proposed to increase height and exhibits showing examples of conceptual development scenarios in areas that included Huntington Drive, Ostrich Farm, Fair Oaks Avenue, and Mission Street, with staff receiving feedback from the approximately 40 residents who attended;

WHEREAS, on March 11, 2025, Planning Commission Chair appointed a subcommittee of two Commissioners to study in-depth the assumptions and methodology involved in the proposed amendments;

WHEREAS, on March 18, 2025, the City conducted a second open house, this time focusing on current development standards that may present challenges to housing development including setbacks, stepbacks, building breaks, parking location, open space, and minimum unit sizes, with staff receiving feedback from the approximately 40 participant who attended;

WHEREAS, on March 26, 2025, a joint City Council and Planning Commission study session was held wherein additional public comment and feedback from both the Planning Commission and the City Council was were received regarding potential amendments to the General Plan, Housing Element, Downtown Specific Plan, the City's Zoning Code (Chapter 36), and the City's Zoning Map;

WHEREAS, on April 8, 2025, the Planning Commission subcommittee that was convened to study the assumptions and methodologies upon which potential amendments would be based, reported to the full Planning Commission, resulting in further feedback to staff as to how to proceed, with the subcommittee continuing to work with staff to prepare a recommendation for future consideration by the Planning Commission;

WHEREAS, on April 29, 2025, the Planning Commission held a duly noticed Public Hearing, wherein the Planning Commission received a staff presentation and staff report on potential amendments to the General Plan, Housing Element, Downtown Specific Plan, the City's Zoning Code and the City's Zoning Map ("proposed project" or "project"); received public testimony; and held Planning Commission discussion. Thereafter, the Planning Commission continued the Public Hearing to May 7, 2025;

WHEREAS, on May 7, 2025, the Planning Commission continued its Public Hearing, wherein the Planning Commission resumed its discussion, received corrected maps and exhibits, including a density/height summary table and received public testimony. Thereafter, the Planning Commission continued the public hearing to May 20, 2025;

WHEREAS, on May 20, 2025, the Planning Commission continued its Public Hearing, wherein the Planning Commission resumed its discussion, received corrections to the zoning map and density/height summary table, received public testimony and gave direction to staff and the City's consultant for additional information and scenarios related to the density and height amendments. Thereafter, the Planning Commission continued the public hearing to June 10, 2025;

WHEREAS, on June 10, 2025, the Planning Commission continued its Public Hearing, wherein the Planning Commission received an updated density and height table of density based on recommendations and suggestions from the Planning Commission, received the updated Housing Element inventory zoning scenarios with corresponding Zoning Maps, received updated development standards table prepared by the subcommittee and staff; resumed its discussion and provided preliminary recommendations to Staff in preparation for a community meeting to be held on June 16, 2025. Thereafter, the Planning Commission continued the public hearing to June 24, 2025;

WHEREAS, on June 16, 2025, the Planning Commission held a community meeting to received input from the community and stakeholders regarding the Planning Commission's preliminary recommendations related to density, height and development standards in order to implement the Housing Element programs;

WHEREAS, on June 24, 2025, the Planning Commission continued its Public Hearing, wherein the Planning Commission received a staff presentation and staff report on the amendments to the General Plan, Housing Element, Downtown Specific Plan, the City's Zoning Code and the City's Zoning Map based on the Planning Commission's previous discussion and direction; received a summary of the comments received at the June 16, 2025 community meeting; received public testimony; and held Planning Commission discussion and provided further direction to staff. Thereafter, the Planning Commission adopted a Resolution to recommend that the City Council adopt a zoning text amendment and zoning map amendment to amend Chapter 36 (Zoning) of the South Pasadena Municipal Code to implement the Housing Element;

WHEREAS, on July 16, 2025, the City Council noticed a public hearing on this matter and subsequently opened the public hearing and continued the public hearing to the next regular meeting of the City Council to be held on August 20, 2025 at 7:00 p.m.;

WHEREAS, on August 20, 2025, the City Council held a duly noticed continued public hearing, wherein the City Council received a staff presentation and staff report on the proposed Ordinance implementing a Zoning Text Amendment and Zoning Map Amendment, as well as amendments to the General Plan, Housing Element and Downtown Specific Plan, as it relates to height, density and development standards in the City's zoning and overlay districts in order to implement the Housing Element. The City Council received public testimony and all interested persons had an opportunity to, and did, testify in this matter. Thereafter, the City Council asked questions and deliberated; and

WHEREAS, all legal prerequisites to the adoption of this Ordinance have occurred.

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

SECTION 1. Recitals. The facts set forth in the recitals of this Ordinance are true and correct and incorporated herein as if set forth in full.

SECTION 2. Findings. Based upon substantial evidence presented, including public testimony and written and oral staff reports, and the environmental documentation, the City Council finds:

A. All necessary public hearings and opportunities for public testimony and comment have been conducted in compliance with applicable law;

B. The proposed Zoning Text and Map Amendment is consistent with the actions, goals, objectives, policies and programs of the General Plan and the Amendment to the Housing Element, as such documents have been amended and updated in conjunction with this Ordinance. Specifically, the proposed Zoning Text Amendment is internally consistent with the actions, goals, objectives, policies and programs of the General Plan, with the amendments of July 16, 2025 and the July 16, 2025 Amendment to the Housing Element. Specifically, Housing Element Program 2.n: Citywide Height Limit Ballot Initiative; Housing Element Program 3.n: Zoning Changes; and General Plan Policy P5.8: Support the reduction of governmental and regulatory constraints, and advocate for the production of affordable housing. Given that this Zoning Text and Map Amendment implements changes to support heights and building and

development standards in support of, and consistent with, the Housing Element, the City Council makes this finding.

C. The Zoning Text and Map Amendment would not be detrimental to the public interest, health, safety, convenience or general welfare of the City because it would achieve consistency with the Housing Element and the July 16, 2025 Amendment to the Housing Element, specifically the rezoning necessary to implement new building heights as part of the Measure SP implementation process. This supports Housing Element Programs 2.n (Citywide Height Limit Ballot Initiative) and 3.n (Zoning Changes). In addition, the implementation of the amendment further supports the general welfare of the City by focusing growth into specific areas where residents will have access to services and public transportation. The General Plan supports mixed-use, walkable neighborhoods, and provides the development capacity to accommodate projected future growth along with the housing programs identified in the Housing Element. Therefore, the City Council hereby makes this finding.

D. The proposed Zoning Map Amendment is physically suitable for the requested zoning designations and anticipated land uses because the proposed amendments related to height, density and development standards allow for development of the areas amended on the proposed map. Therefore, the City Council makes this finding.

SECTION 3. California Environmental Quality Act (CEQA). The policies and implementation documents that were adopted and now proposed for amendment were analyzed in the Program Environmental Impact Report (PEIR) for the General Plan and Downtown Specific Plan Update and 2021-2029 Housing Element Implementation Programs, which was certified by the Council on September 27, 2023. Section 15164 of the State CEQA Guidelines states that an Addendum to an earlier Mitigated Negative Declaration or EIR shall be prepared if some changes or additions are necessary to the previously adopted document, but none of the conditions described in Section 15162 calling for preparation of a subsequent Mitigated Negative Declaration or EIR have occurred. Based on the analysis and information contained in the Addendum to the PEIR, there is no evidence that the proposed project requires major changes to the PEIR. Comparison of the previous project with the proposed amendments indicates that there are no new significant environmental impacts associated with implementation of height, density and development standards to support housing development. In addition, there is no substantial evidence that the circumstances under which the project is undertaken have substantially changed, and there is no evidence of new or more severe environmental impacts arising out of the proposed changes to the policy documents. The amendments to these policy documents, are considered in the same context of compliance with the City's Regional Housing Needs Assessment (RHNA), as it has been allocated to require planning for additional housing development amid a statewide housing shortage, as reflected in the Housing Element.

Therefore, the City Council adopts the July 2025 addendum to the PEIR. Further, on a separate and independent basis, the City Council finds that the project is exempt from CEQA pursuant to recently enacted Public Resources Code Section 21080.085, which provides that CEQA does not apply to a rezoning that implements the schedule of actions contained in an approved housing element pursuant to subdivision (c) of Section 65583 of the Government Code. The actions included in the Project reflect implementation of

the Housing Element in light of Measure SP, and implementation of other Housing Element programs contemplated under Section 65583(c).

SECTION 4. The City Council hereby amends various sections of Chapter 36 (Zoning) of the South Pasadena Municipal Code to incorporate the text changes set forth in Exhibit A, attached hereto and incorporated herein by reference, with all sections of Chapter 36 that have no amendments identified in Exhibit A remaining in effect without amendment.

SECTION 5. The City Council hereby adopts the Amended Zoning Map attached hereto as Exhibit B, and incorporated herein by reference.

SECTION 6. 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 7. 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 3rd day of September, 2025

AYES:

NOES:

ABSENT:

ABSTAIN:

Janet Braun, Mayor

ATTEST:

Mark Perez, Acting Chief City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

EXHIBIT A

ZONING TEXT AMENDMENT

36.220.020 Purposes of Residential Zoning Districts.

Different residential zoning districts are intended to provide for a variety of housing opportunities through new construction, and the maintenance of existing homes and neighborhoods. The purposes of the individual residential zoning districts and the manner in which they are applied are as follows:

A. RE (Residential Estate) district. The RE zoning district applies to areas appropriate for detached, single-family residential homes on large estate parcels. The allowable residential density is a maximum of three dwelling units per acre. The RE zoning district is consistent with the Very Low Density Neighborhood land use designation of the General Plan.

B. RS (Residential Single-Family) district. The RS zoning district is intended for areas appropriate for the development of detached, single-family homes. The allowable residential density is a maximum of five dwelling units per acre. The RS zoning district is consistent with the Low Density Neighborhood land use designation of the General Plan.

C. RM (Residential Medium Density) district. The RM zoning district applies to areas appropriate for a variety of housing types. Typical residential land uses include single-family bungalow courts, courtyard housing, townhomes, duplexes, triplexes, multiplexes, and other attached dwellings on smaller lots. The allowable residential density ranges from 5.1 to 30 dwelling units per acre, except that any property in the RM district that is also included on the Housing Element Table ~~VI-50~~ VI-52 or ~~VI-51~~ VI-53 shall require a minimum density of 20 dwelling units per acre. Up to 70 dwelling units per acre are allowed for properties located within the Housing Opportunity (HO) Overlay District. The RM zoning district is consistent with the Medium Density Neighborhood land use designation of the General Plan.

D. RH (Residential High Density) district. The RH zoning district is intended for areas appropriate for high density attached dwelling units, including courtyard housing, townhouses, condominiums, and apartments. The allowable residential density ranges from 30.1 to 45 dwelling units per acre. Up to 70 dwelling units per acre are allowed for properties located within the Housing Opportunity (HO) Overlay District. The RH zoning district is consistent with the High Density Neighborhood land use designation of the General Plan.

Table 2-3 Residential District General Development Standards.

TABLE 2-3. RESIDENTIAL DISTRICT GENERAL DEVELOPMENT STANDARDS				
	Requirement by Zoning District (1)			
Development Feature	**RE**	**RS**	**RM**	**RH**
Minimum lot size	Minimum area and width for parcels proposed in new subdivisions.			

TABLE 2-3. RESIDENTIAL DISTRICT GENERAL DEVELOPMENT STANDARDS				
	Requirement by Zoning District (1)			
Development Feature	**RE**	**RS**	**RM**	**RH**
Area	12,500 sf	10,000 sf	10,000 sf	10,000 sf
Width	75 ft; 85 ft for a corner lot	50 ft; 60 ft for a corner lot	60 ft; 80 ft for a corner lot	70 ft
Residential density	Maximum number of dwelling units allowed in a project. The actual number of units allowed will be determined by the City through subdivision or land use permit approval, as applicable.			
Allowable density	Maximum of 3 du/acre	Maximum of 5 du/acre	5.1 to 30 du/acre (2)	30.1 to 45 du/acre (3)
Setbacks	Minimum and, where noted, maximum setbacks required. See SPMC 36.300.030 for setback measurement, allowed projections into setbacks, and specific exceptions to setbacks.			
Front	25% of lot depth, with a minimum of 25 ft, and a maximum requirement of 35 ft		~~20 ft~~ 10 ft	~~15 ft~~ 7.5 ft
Front exception	If 60 percent or more of the lots on the same block face have structures with front setbacks different from the above, the required front setback shall be the average of the existing front setbacks, provided that no more than 45 feet shall be required in the RE district, and 35 ft shall be required elsewhere.		~~An additional minimum 5 ft setback from the property line shall be provided for every story above the second story.~~	
Sides, each	10% of lot width	10% of lot width, 4 ft minimum	4 ft An additional minimum 1 ft ~~4 ft~~ setback from the property line shall be provided for each ~~every additional~~ story above the second story. (i.e. 3 story building = 5 ft; 4 story building = 6 ft, etc.)	4 ft ~~8 ft minimum~~; An additional 1 ft ~~10 ft minimum~~ setback from the property line shall be provided for each story above the second story. (i.e. 3 story building = 5 ft; 4 story building = 6 ft, etc.)
Side, street side	20% of lot width, to a maximum requirement of 15 ft		~~15~~ 10 ft minimum	

TABLE 2-3. RESIDENTIAL DISTRICT GENERAL DEVELOPMENT STANDARDS				
	Requirement by Zoning District (1)			
Development Feature	**RE**	**RS**	**RM**	**RH**
Rear	25 ft		15 ft minimum; or 5 ft minimum abutting an alley	15 ft. minimum; or 5 ft. minimum abutting an alley ~~20 ft minimum; 22 ft minimum setback shall be provided for each additional story above the second story.~~
Garage	An attached garage shall be set back a minimum of 10 ft from the front of the main structure		N/A	
Accessory structures	As required for primary structures, except that: • A structure of 120 sf or less may be placed within a required side or rear setback, but not a front setback or in front of the frontmost dwelling unit on the lot; • A detached garage or carport or other accessory residential structure shall be located at least 5 ft from a side and/or rear property line, except if the required side yard setback for the dwelling/s is less than 5 ft, in which case the lesser side yard setback may be used for a detached garage or carport only. Such structures cannot be located in the front setback or in front of the frontmost dwelling unit on the lot; • Accessory structures shall be located at or beyond the required street-facing side yard setback for the dwelling/s, except if the Director determines that a lesser setback can be approved using the Administrative Use Permit process detailed in SPMC 36.350.170(C)(3)(e);		See SPMC 36.350.170 (Residential Uses—Accessory Residential Structures)	
	• Private residential recreational facilities shall be located at least 5 ft from a side and/or rear property line and cannot be located in the front setback, or in front of the frontmost dwelling unit on the lot or in the			

TABLE 2-3. RESIDENTIAL DISTRICT GENERAL DEVELOPMENT STANDARDS				
	Requirement by Zoning District (1)			
Development Feature	**RE**	**RS**	**RM**	**RH**
	street-facing side setback of a corner lot. See also SPMC 36.350.170 (Residential Uses—Accessory Residential Structures).			
Building separation	10 ft between structures on the same site.		Minimum distances shall comply with Fire Code requirements but in no case shall be less than 10 ft.	
Lot coverage	Maximum percentage of total lot area that may be covered by structures.			
	40%		N/A	
Floor area ratio requirement	0.35		N/A	N/A
Height limit	Maximum allowable height of structures in other than hillside areas (see SPMC 36.340 (Hillside Protection) for height limits in hillside areas). See SPMC 36.300.040 (Height Limits and Exceptions) for height measurement requirements. See also SPMC 36.350.170 (Residential Uses—Accessory Residential Structures).			
Maximum height	35 ft		45 ft For properties located in the HO Overlay District, the maximum height is 55 ~~60~~ feet. (See, SPMC 36.300.040.A)	
Multiple story exception	No portion of a structure shall encroach through a 45 degree angle projected perpendicularly from the front property line toward the rear property line. See Figure 2-1 in this division. Building height in addition to the above limits may be authorized by design review (SPMC 36.410.040) to accommodate dormer windows and/or uninhabitable roof structures where appropriate to the architectural style of the dwelling.		N/A	

TABLE 2-3. RESIDENTIAL DISTRICT GENERAL DEVELOPMENT STANDARDS				
	Requirement by Zoning District (1)			
Development Feature	**RE**	**RS**	**RM**	**RH**
OPEN SPACE (4)				
Minimum Total Combined Useable Open Space per Residential Unit (Common and Private Combined)	N/A		200 sf per unit, minimum ~~As required by SPMC 36.350.190 (Multifamily Project Standards)~~	
Common Open Space Required	N/A		50% minimum of the total required open space; 1,000 sf minimum; Up to 25% of the required common open space may be indoor common open space such as fitness rooms, resident lounges and similar or typical facilities. Mail rooms and leasing offices and associated areas do not count towards the required common open space.	
Dimensions of Private Open Space	N/A		~~Private open space areas shall have a minimum dimension of eight feet on any side, and a configuration that would accommodate a rectangle of at least 100 square feet.~~ If individual balconies, ground floor patios, porches, or similar private open space are provided to meet the area requirements, such areas shall have minimum dimensions of 8 ft width and 6 ft depth.	
Dimensions of Common Open Space	N/A		Common open space areas shall have a minimum dimension of 20 feet on any side.	
Dimensions of Outdoor Common Open Space and Landscaping Requirement			Outdoor common open space shall have a minimum dimension of 20 feet in two directions. In addition, a minimum 20% of outdoor common open space shall be landscaped that may count	

TABLE 2-3. RESIDENTIAL DISTRICT GENERAL DEVELOPMENT STANDARDS				
	Requirement by Zoning District (1)			
Development Feature	**RE**	**RS**	**RM**	**RH**
			toward the minimum Site Landscaping requirement.	
Landscaping	As required by SPMC 36.330 (Landscaping Standards)			
Parking	As required by SPMC 36.310 (Parking and Loading), unless such development qualifies for an exception to providing parking under provisions of State law			
Signs	As required by SPMC 36.320 (Signs)			

Notes:

(1) Altos de Monterey exceptions. The standards and requirements for development within the Altos de Monterey (AM) overlay zoning district are different from those in this table; see SPMC 36.250.030.

(2) Up to 70 dwelling units per acre allowed for properties located within the HO Overlay District. See SPMC 36.220.050.

(3) Up to 70 dwelling units per acre allowed for properties located within the HO Overlay District. See SPMC 36.220.050.

(4) As it pertains to the RM and RH Zoning District, the development standards related to open space as set forth in SPMC 36.350.190(C) (Multifamily Project Standards) shall apply in the RM and RH Zoning District, except to the extent the standard has been modified by the specific provisions in this Table 2-3.

Table 2-5 Commercial District General Development Standards.

TABLE 2-5. COMMERCIAL DISTRICT GENERAL DEVELOPMENT STANDARDS			
Development Feature	**Requirement by Zoning District**		
	CO	**CG**	**BP**
Minimum lot size	Minimum area and width for parcels proposed in new subdivisions.		
Area	10,000 sf		
Width	50 ft		
Setbacks	Minimum setbacks required. See SPMC 36.300.030 for setback measurement, allowed projections into setbacks, and exceptions to setbacks.		
Front	~~25 ft on Fremont St. between the 110 freeway~~	None required	None required ~~25 ft~~

TABLE 2-5. COMMERCIAL DISTRICT GENERAL DEVELOPMENT STANDARDS			
Development Feature	**Requirement by Zoning District**		
	CO	**CG**	**BP**
	~~and Monterey Rd., 20 ft required otherwise.~~ 10 ft		
Sides, each	4 ft; An additional 1 ft. setback shall be provided for each story above the second story. (3 story building = 5 ft. 4 story building = 6 ft, etc.)	None required	None required
~~Sides, each~~	~~15 ft if adjacent to an RS district; none required otherwise.~~		
Street side	None required		None required
~~Rear~~	~~None, except if adjacent to an alley 5 ft, or if adjacent to a RS district 25 ft~~		~~None required~~
Rear	None, except if adjacent to an alley 5 ft, or if adjacent to a RS district 25 ft	None required	None required
Lot Coverage	Maximum percentage of total lot area that may be covered by structures		
	No maximum		50%
Height limit	Maximum allowable height of structures. See SPMC 36.300.040 (Height Limits and Exceptions) for height measurement requirements		
Maximum height	35 ft		
Landscaping	As required by SPMC 36.330 (Landscaping Standards)		
Parking	As required by SPMC 36.310 (Parking and Loading)		
Signs	As required by SPMC 36.320 (Signs)		

Table 2-6 Mixed Use Overlay District Development Standards.

TABLE 2-6. MIXED USE OVERLAY DISTRICT DEVELOPMENT STANDARDS		
Development Feature	**Requirement**	**Notes**
DEVELOPMENT INTENSITY		
Minimum Size or Area	20,000 sf	Minimum area for parcels proposed for new subdivisions.
Minimum Lot Frontage	80 ft	Minimum width for parcels proposed for new subdivisions.
Density Range for Residential	52 to 70 du/ac	
Maximum Lot Coverage	~~70%~~	
Minimum Residential Unit Size	~~Studio—450 sf~~ ~~One-bedroom—750 sf~~ ~~Two-bedroom—900 sf~~	
NONRESIDENTIAL USES		
Location	Nonresidential uses are required along the street frontage in the areas described in the General Plan for development within a Corridor, District, or Neighborhood Centers.	
BUILDING HEIGHT AND FORM		
Maximum Height	~~60~~ 55 feet. (See, SPMC 36.300.040.A ~~45 ft~~	Nonhabitable building features such as chimneys, cupolas, flagpoles, monuments, steeples, pitched roofs, ~~roof screens,~~ screened equipment, roof access stairs, elevator rooms and shafts, elevator overruns and similar structures or projections shall be contained within the height limit as set forth in 36.300.040.A. ~~covering no more than 10% of the top floor roof area may exceed the maximum height by up to 8 ft.~~
Maximum Stories	~~4~~	
Maximum Floor Area by Story	~~Up through second story—100%~~ ~~Third story—90%~~ ~~Fourth story—80%~~	~~The standard refers to the percentage relative to the ground-floor building footprint area~~
Maximum Façade Length ~~Building Length~~	~~150 ft~~ 100 ft	A minimum building break of 10 feet wide by 10 feet deep is

TABLE 2-6. MIXED USE OVERLAY DISTRICT DEVELOPMENT STANDARDS		
Development Feature	**Requirement**	**Notes**
		required so as to prevent façade lengths longer than 100 feet.
BUILDING RELATIONSHIP TO STREET		
Minimum Building Frontage	60%	
Maximum Elevation of Building Entry Above the Street/Sidewalk Level and Maximum Recess Below the Street/Sidewalk Level	2 ft	Entries into individual residential units may be located up to 4 feet above the street/sidewalk level
Minimum Ground Floor Height	12 ft	
NONRESIDENTIAL USE GROUND FLOOR BUILDING DESIGN		
Maximum Blank Wall Length	25 ft	
Minimum Glazing	50%	
Minimum Tenant Space Width	25 ft	
Minimum Number of Entries	1 per 100 lineal ft	
Minimum Wall Plane Articulation	To/from window/door—minimum 6 inches To/from column/other feature—minimum 18 inches	Windows, door, columns, and other features shall be recessed or project forward to provide the respective minimum differential from the wall plane
Signs	As required by SPMC 36.320 (Signs)	
SETBACKS FOR NONRESIDENTIAL		
Front—Ground Floor	Per the underlying zoning district	~~May be increased to 15 ft where outdoor uses or small plazas are provided directly in front of the nonresidential use~~
Side—Ground Floor	Per the underlying zoning district	
Rear	~~Per the underlying zoning district~~ 15 ft	
SETBACKS FOR RESIDENTIAL		
Front—Ground Floor	5 ft in CG District 7.5 ft in other than CG District ~~20 ft minimum~~	
Side	4 ft; An additional 1 ft. setback shall be provided for each story	~~For any property adjacent to an RE or RS district, the~~

TABLE 2-6. MIXED USE OVERLAY DISTRICT DEVELOPMENT STANDARDS		
Development Feature	**Requirement**	**Notes**
	above the second story. (i.e. 3 story building = 5 ft; 4 story building = 6 ft, etc.). ~~10 ft minimum for first two floors~~ ~~15 ft minimum from property line for third floor and above~~	~~minimum setback for the first and second stories shall be 20 ft, and any story above the second story shall be set back a minimum distance of 25 ft from the property line.~~
Rear	10 ft; or 5 ft abutting an alley ~~20 ft minimum for first two floors~~ ~~25 ft minimum for third floor and above~~	~~For any property adjacent to an RE or RS district, the minimum setback for the first and second stories shall be 30 ft, and any story above the second story shall be set back a minimum distance of 35 ft from the property line.~~
~~**SETBACKS—GENERAL**~~		
~~Setback From Access Driveway~~	~~5 ft minimum~~	
~~Distance Between Buildings~~	~~As required by the Fire Code, but in no instance less than 10 ft~~	
PARKING, LOCATION AND DESIGN (1)		
Site Access/Driveway Location	The location of site access/driveways shall be prioritized as follows: (1) From an alleyway, (2) From a side street, or (3) If the previous two locations are infeasible as determined by the Director, then access from the front shall be limited to a maximum 24-ft wide driveway.	
Location of Parking Spaces/Areas	The location of parking spaces/areas shall be limited as follows: (1) Located to the rear of the building on the ground level or underground, and (2) Shall not be located above the ground level or within 30 feet of ~~within~~ the front or side street property line ~~setback areas.~~, and (3) Parking may be placed	

TABLE 2-6. MIXED USE OVERLAY DISTRICT DEVELOPMENT STANDARDS		
Development Feature	**Requirement**	**Notes**
	within setback areas below grade.	
Number of Spaces for Nonresidential Uses	As required by SPMC 36.310 (Parking and Loading)	Shared parking or a reduction in parking subject to approval of a parking study—SPMC 36.310.060. Within one-half mile of a high-quality transit station, no parking minimums shall apply for any use except for hotels, motels, bed and breakfast inns, and similar transient lodging facilities per Government Code Section 65863.2.
Number of Spaces for Residential Uses	Studio—0.50 space One-bedroom—1 space Two-bedroom—1.5 ~~2~~ spaces Guest Space—not required ~~0.25 per unit~~	~~Guest spaces are not required if nonresidential spaces are available during non-operational hours.~~ Parking is reduced, not required, for qualifying development projects within one-half mile of a major transit stop ~~high-quality transit station,~~ as defined in Government Code Section 65863.2.
Design of Surface or Structure Parking	As required by SPMC 36.310 (Parking and Loading)	Unless modified by standards herein
LANDSCAPING AND OPEN SPACE		
Minimum Site Landscaping	~~20~~ 12%	~~Exclusive of areas on the site providing useable open space for residential uses. Improved rooftop areas can be counted toward open space.~~
Minimum Driveway and Parking Area Side Landscaping	5 ft	
Minimum Total Combined Useable Open Space per Residential Unit (Common and Private Combined)	~~300 sf/du 150 sf/du~~ 200 sf/du	Improved rooftop open space, balconies, and indoor common spaces can be counted toward usable open space.

TABLE 2-6. MIXED USE OVERLAY DISTRICT DEVELOPMENT STANDARDS		
Development Feature	**Requirement**	**Notes**
Common Open Space Requirements	1,000 sf area minimum 25 ft minimum depth and width 50% minimum of the "Minimum Total Combined Useable Open Space" requirement above; 1,000 sf minimum; a minimum of 20 feet in two directions.	Up to 25% of the required common open space may be indoor common open space such as fitness rooms, resident lounges and similar or typical facilities. Mail rooms and leasing offices and associated areas do not count towards the required common open space. A minimum of 20% of outdoor common open space shall be landscaped with pervious plant materials that are permanently maintained and irrigated and may count toward the minimum Site Landscaping requirement. Outdoor open space shall comply with SPMC Section 36.180.D.1 (General Landscape Standards)
Private Open Space Requirements	Less than 50% of the total required open space. Private Open Space shall be 8 ft in width and 6ft in depth to count towards the area requirements ~~No private open space is required for individual units.~~	~~If~~ ~~i~~ Individual balconies, ground floor patios, porches, or similar private open space ~~are~~ may be provided to meet the area requirements, ~~for a residential unit, such area shall have minimum dimensions of 6 ft width and 4 ft depth.~~
Notes: (1) Guest parking spaces shall be clearly marked for guest parking only and are encouraged to be evenly dispersed throughout the development site. Signs shall be provided at appropriate locations to direct visitors to guest parking locations		

36.240.030 Special Purpose District Land Uses and Permit Requirements.

A. CF and OS Districts. Table 2-7 identifies the uses of land allowed by this Zoning Code in each special purpose zoning district, and the zoning approval required to establish each use, in compliance with SPMC 36.210.030 (Allowable Land Uses and Permit Requirements).

Note: where the last column in the tables ("Specific Use Regulations") includes a section number, the regulations in the referenced section apply to the use; however, provisions in other sections of this Zoning Code may also apply.

B. DTSP District. Land uses in the DTSP zoning district are as permitted in the Downtown Specific Plan.

C. HFSP District. Land uses in the HFSP zoning district are as permitted in the Holy Family Specific Plan.

D. CF-50 District.

1. Purpose. The CF-50 District is intended to provide opportunities for higher intensity multi-family housing on religious congregation or private school sites that are larger than two acres and designated CF-50.

2. Applicability. The CF-50 District shall consist of those parcels designated CF-50 on the City's Zoning Map.

3. Allowable Density and Height. Maximum 50 dwelling units per acre with a maximum height of up to 50 feet.

4. Allowable land uses and development standards. Allowable land uses shall be as in the CF District, except that multi-family residential development is permitted. Multi-family residential uses shall be subject to the Mixed Use Overlay District Development Standard of SPMC 36.230.050(D) and Table 2-6, except for the maximum height limit.

Table 2-7 Allowed uses and Permit Requirements for Special Purpose Zoning Districts.

TABLE 2-7. ALLOWED USES AND PERMIT REQUIREMENTS FOR SPECIAL PURPOSE ZONING DISTRICTS	P	Permitted Use	
	CUP	Conditional Use Permit required	
	AUP	Administrative Use Permit required	
	—	Use not allowed	
	PERMIT REQUIRED BY DISTRICT		**Specific Use Regulations**
LAND USE (1)	**CF (2) (3)**	**OS**	
AGRICULTURE & OPEN SPACE USES			
Community gardens	CUP	CUP	36.350.230
Hiking trails	—	P	

TABLE 2-7. ALLOWED USES AND PERMIT REQUIREMENTS FOR SPECIAL PURPOSE ZONING DISTRICTS	P	Permitted Use	
	CUP	Conditional Use Permit required	
	AUP	Administrative Use Permit required	
	—	Use not allowed	
	PERMIT REQUIRED BY DISTRICT		**Specific Use Regulations**
LAND USE (1)	**CF (2) (3)**	**OS**	
Nature preserves and accessory uses (e.g., interpretive centers)	—	P	
RECREATION, EDUCATION & PUBLIC ASSEMBLY USES			
Community centers	P	AUP	
Equestrian facilities	—	AUP	
Libraries, museums, galleries	P	—	
Schools, private	AUP	—	
Outdoor recreational facilities	P	AUP	
Parks and playgrounds	P	AUP	
Religious institutions	CUP	—	
SERVICES			
Medical services – Hospitals	CUP	—	
TRANSPORTATION & COMMUNICATIONS			
Parking facilities/vehicle storage	CUP	—	
Telecommunications facilities	CUP	CUP	36.350.210

Notes:

(1) See Article 7 for land use definitions.

(2) Residential development with a density between 20 and 30 dwelling units per acre is allowed on Assessor Parcel No. 5314-003-083 pursuant to the 2021-2029 (6th Cycle) Housing Element. Any project on this parcel that includes at least 20 percent of the residential units reserved for lower income households shall (a) be processed through a ministerial approval process, (b) qualify for priority processing as compared to other projects processed by the Community Development Department, and (c) be exempt from and not subject to the Public Art Program and Public Art Development requirements of SPMC 36.390 and 36.395.

(3) See also, 36.240.030(D) pertaining to the CF-50 District.

36.250.050 Housing Opportunity (HO) Overlay District.

A. Purpose. The HO Overlay District is intended to implement the City's goals and objectives for higher intensity development in the RM and RH zones along certain corridors, consistent with the City's housing element ~~as adopted on May 30, 2023.~~

B. Applicability. The HO Overlay District shall be applied on the Zoning Map to the areas shown as Housing Opportunity Overlay on the Land Use Map of the General Plan.

C. Allowable density. Maximum of 70 dwelling units per acre.

D. Maximum height. The maximum height is 55 ~~60~~ feet, (See, SPMC 36.300.040.A)

E~~D~~. Allowable land uses and development standards. New land uses shall comply with all applicable requirements in Division 36.220 (Residential Zoning Districts) consistent with the Planning Designations outlined in the General Plan. The Residential Only standards found in Table 2-6 (Mixed Use Overlay District Development Standards) of SPMC 36.230.050(D) shall apply to multifamily residential development located within the HO Overlay District.

Table 3-1. Allowed Projections Into the Setbacks

TABLE 3-1. ALLOWED PROJECTIONS INTO SETBACKS			
Projecting Feature	Allowed Projection into Specified Setback		
	Front	Side	Rear
Sills, cornices, roof overhang or eaves	No closer than 30 inches to a lot line; provided, that the lowest edge of the feature is at least eight feet above ground level.		
Chimney, bay window, greenhouse window	24 inches for no more than 10% of the length of the building wall from which it projects, or a maximum length of 10 feet, whichever is less; but no closer than 30 inches to a side lot line.		
Stoops, ~~B~~balconies~~y~~, deck, or porch, which may be roofed but is otherwise unenclosed~~;~~ ~~stoops~~	~~0 feet~~ 8 feet, but no closer than 30 inches to a lot line.	36 inches for a deck if its walking surface is 30 inches or less above grade. 36 inches for another projecting feature if it extends along no more than 10% of the length of the building wall from which it projects, or a maximum length of 10 feet, whichever is less. In no case shall a feature project closer than 30 inches to a side lot line.	8 feet ~~For stoops, 8 feet, but no closer than 30 inches to a lot line.~~
Uncovered steps or landings up to 36 inches in height	36 inches in width, up to 10 feet in length.		

TABLE 3-1. ALLOWED PROJECTIONS INTO SETBACKS			
Projecting Feature	Allowed Projection into Specified Setback		
	Front	Side	Rear
Miscellaneous equipment attached to the structure	24 inches. Attached equipment shall not be located less than three feet to any lot line and shall not be located in the front yard setback.		
Note: Air conditioning (HVAC) units may be permitted if located outside the front setback, and may be located in the side yard setback provided the equipment is not located closer than three feet to any lot line. Such equipment shall be fully screened when it is located in a street side yard. HVAC equipment located on rooftops in single-family residential districts (RE, AM and RS zones) shall require approval by the Planning Commission Chair.			

36.300.040 Height Limits and Exceptions.

Each structure shall comply with the height limits of this section, except for fences and walls, which are instead subject to the provisions of SPMC 36.300.050 (Walls, Fences and Hedges).

A. Maximum height of structures. No structure shall exceed the height limit established by the applicable zoning district in Article 2 (Zoning Districts, Allowable Land Uses, and Zone-Specific Standards). Notwithstanding, in the Mixed Use Overlay, HO Overlay and DTSP zone districts, with the exception of properties within the National Register Historic District, up to 30% of the building footprint may exceed the height limit by no more than 10 feet, provided that the amount of building footprint that exceeds the height limit is matched by an equal amount of footprint that is at least 5 feet below the height limit. All roofed portions of the building, including overhangs, porches, and galleries shall be included. In the case a flat roof is proposed that includes a parapet perimeter wall, the height of that entire roof area shall be measured to the top of the parapet wall.

B. Height measurement. The maximum allowable height shall be measured as the vertical distance from the existing grade of the site to an imaginary plane located the allowed number of feet above and parallel to the grade. See Figure 3-4. “Existing grade” shall be established by the Director, consistent with parcels in the immediate vicinity, and shall not be, nor have been artificially raised to gain additional building height.

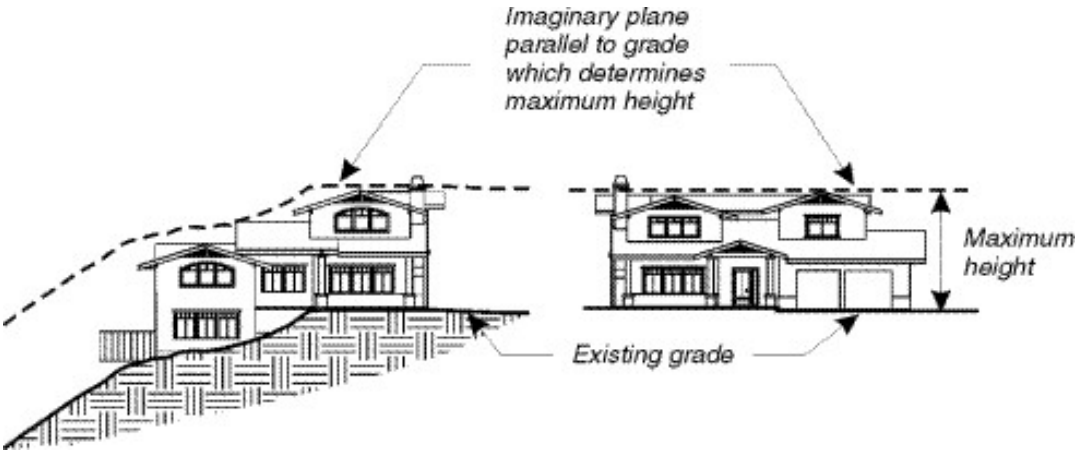


Figure 3-4. Height Measurement

C. Height limitations at intersections/sight visibility. A structure or landscaping, excluding existing trees, shall not exceed a height of 36 inches in areas where vehicular or pedestrian traffic lines of sight may be impacted, as established by the Public Works Director. Planting of parkway trees shall be in compliance with SPMC 31.48(d)(2).

36.310.040 Number of Parking Spaces Required.

TABLE 3-6. PARKING REQUIREMENTS BY LAND USE	
Land Use Type:	**Number of Parking Spaces Required***
Manufacturing, Processing, and Warehousing	
General manufacturing, industrial, and processing uses	2.5 spaces for each 1,000 sf.
Recycling facilities	6 spaces for large collection facilities; as determined by Conditional Use Permit approval for other facilities.
Research and development, offices and laboratories	3 spaces for each 1,000 sf.
Warehouses, distribution centers, and storage facilities	2 spaces for each 1,000 sf.
Recreation, Education, and Public Assembly	
Child day care facilities	
Child day care center	1 space per employee, plus 1 space per 5 children.
Large family day care home	1 space per employee, in addition to required residential spaces.
Small family day care home	As required for the single-family dwelling (see the parking requirements for residential uses).

TABLE 3-6. PARKING REQUIREMENTS BY LAND USE	
Land Use Type:	**Number of Parking Spaces Required***
Commercial recreation activities: Ball courts, outdoor or indoor	3 spaces for each court, plus 4 spaces for each 1,000 sf of floor area for each additional use.
Indoor recreation/fitness centers	
Arcades	4 spaces for each 1,000 sf.
Bowling alleys	3 spaces for each lane.
Health/fitness clubs	4 spaces for each 1,000 sf plus 1 space for each employee.
Pool and billiard rooms	2 spaces for each table, plus required space for each additional use (e.g., restaurant, bar).
Skating rinks	10 spaces for each 1,000 sf of skating area.
Libraries, museums, art galleries	2 spaces for each 1,000 sf.
Recreation, Education, and Public Assembly (cont'd)	
Outdoor Recreation Facilities Golf course Miniature golf Driving range Equestrian facilities	Parking spaces determined per parking plan approved by review authority.
Public assembly uses (e.g., religious facilities, cinemas, performance theaters, meeting halls, and membership organizations)	1 space for each 4 fixed seats (see SPMC 36.310.040(F) for instructions on how to calculate bench or bleacher seating), and 1 space for every 40 sf of gross assembly area, classrooms, meeting rooms, etc., exclusive of areas of fixed seats and their access aisles. For day care facilities in conjunction with a public assembly use, see the parking requirement for "child day care facilities."
Schools (private)	
Elementary, junior high/middle school	1.5 spaces for each classroom, plus 5 spaces for each 1,000 sf of assembly area in an auditorium.
High school	1 space for each 5 students plus 1 space for each employee.
Specialized education and training schools	5 spaces for each 1,000 sf.
Private colleges and universities	5 spaces for each 1,000 sf.
Special needs educational and training facilities	As determined by the review authority based on a parking study by a professional traffic engineer or qualified parking consultant.
Studio for dance, art, etc.	5 spaces for each 1,000 sf.
Residential Uses (1)	
Accessory dwelling unit	See SPMC 36.350.200(H).

TABLE 3-6. PARKING REQUIREMENTS BY LAND USE	
Land Use Type:	**Number of Parking Spaces Required***
Duplex	4 spaces within a garage or carport, plus 1 guest space. (3)
Live/work unit	2 spaces for each 1,000 sf of combined floor area.
Mixed-use development	As required for each individual land use.
Multifamily dwelling, condominiums and other attached dwellings	Studio - 0.50 space 1 bedroom - 1 space 2 or more bedrooms - 1.5 spaces Guest spaces - not required (1)(3) ~~1 bedroom unit—1 space;~~ ~~2 bedrooms and/or greater—2 spaces within a garage or carport for each unit, plus 1 guest space per each 2 units. (1), (3)~~
Organizational house	1 space for each bed.
Residential Uses (cont'd)	
Senior citizen residential	
Assisted living and group homes	0.5 space for each residential unit, plus 1 space for each 4 units for guests and employees.
Independent living	1 covered space for each unit, plus 1 uncovered guest parking space for each 10 units.
Single-family housing	2 covered spaces. (2), (3), (4)
Retail Trade	
Appliances, building materials, furniture, and hardware stores	2 spaces for each 1,000 sf.
Automobile, mobile home, vehicle, machinery and parts sales	1 space for each 1,000 sf, including outdoor display area.
Bars/nightclubs/dancing establishments	1 space for each 30 sf of dance floor area; 1 space for each 100 sf of bar/nightclub area.
Convenience stores	4 spaces for each 1,000 sf.
Gas stations (including multi-use stations)	2 spaces for each 1,000 sf plus 3 spaces for each service bay.
Grocery stores	4 spaces for each 1,000 sf.
Multi-tenant retail site or building (2 or more uses)	4 spaces for each 1,000 sf.
Restaurant—Not part of multi-tenant retail site or building	
New use occupying new space more than 1,200 sf.	10 spaces for each 1,000 sf.

TABLE 3-6. PARKING REQUIREMENTS BY LAND USE	
Land Use Type:	**Number of Parking Spaces Required***
New use occupying existing space of 1,200 sf or less.	No new parking required.
Outdoor dining	No parking required.
Take-out with customer tables	20 spaces for each 1,000 sf.
Take-out service only (e.g., delicatessens)	4 spaces for each 1,000 sf.
Restaurant—Within multi-tenant retail site or building	See requirement for "Multi-tenant retail site or building."
Retail sales and services	1 space for each 500 sf.
Services	
Banks and financial services	4 spaces for each 1,000 sf of financial customer service area, plus 3 spaces per 1,000 sf of office space.
Services (cont'd)	
Bed and breakfast inns	1 space for each guest room, and 1 space for each 2 employees, plus 2 parking spaces for the residents.
Copy and reproduction centers	2 spaces for each 1,000 sf.
Consumer products—repair and maintenance	4 spaces for each 1,000 sf.
Equipment rental	1 space for each 300 sf of floor area, plus 1 space for each 1,500 sf of outdoor use area.
Hotels and motels	1 space for each guest room, and 1.5 spaces for each multi-room suite; plus 1 space for each 20 guest rooms and 10 spaces for each 1,000 sf of conference meeting room area.
Kennels and animal boarding	1 space for each 1,000 sf.
Laundromats	4 spaces for each 1,000 sf.
Medical services	
Clinics, medical/dental offices	4 spaces for each 1,000 sf.
In-patient drug treatment facilities	1 space for each 3 beds, plus 1 for each employee.
Hospitals	1 space for each patient bed, plus 2 for each 1,000 sf of office area, plus required spaces for ancillary uses as determined by the review authority.
Medical/dental labs	3 spaces for each 1,000 sf.
Mortuary	1 space for each 4 fixed seats (see subsection (F) of this section for instructions on how to calculate bench seating), and 1 space for each 40 sf of gross public assembly area.

TABLE 3-6. PARKING REQUIREMENTS BY LAND USE	
Land Use Type:	**Number of Parking Spaces Required***
Offices, administrative, corporate	3 spaces for each 1,000 sf.
Personal services	8 spaces for each 1,000 sf.
Vehicle repair and maintenance	
Repair garage	2 spaces for each 1,000 sf.
Self-service vehicle washing	3 spaces for each washing stall.
Full-service vehicle washing	2 spaces for each 3 employees on largest shift, plus 4 spaces for each 1,000 sf of store/lounge area, with a minimum of 3 spaces.
Veterinary clinics and hospitals	3 spaces for each 1,000 sf, plus 1 space for each 1,000 sf of boarding area.
Transportation and Communications	
Truck and freight terminals	1 space for each 400 sf of freight area, plus 1 space for each 100 sf of office/lobby area.

Notes:

(1) Guest parking spaces shall be clearly marked for guest parking only and ~~shall~~ are encouraged to be evenly dispersed throughout the development site. Signs shall be provided at appropriate locations to direct visitors to guest parking locations.

(2) On a lot requiring a Hillside Development Permit, a minimum of three spaces shall be provided, with two covered. The Planning Commission may authorize one of the three spaces to be in tandem. One additional space shall be provided for each 1,000 square feet of floor area or fraction thereof above 3,000 square feet.

(3) The requirement of two covered spaces may be waived by the Director for the alteration of a residential unit that is listed on the City's Cultural Heritage Inventory as defined by SPMC 2.64, provided the circumstances listed under SPMC 36.360.090(F)(1) apply.

(4) The City shall maintain compliance with Government Code Section 65863.3 regarding single-family residential parking.

* The actual parking requirements for all uses subject to a Conditional Use Permit (CUP) or Administrative Use Permit (AUP) (refer to SPMC 36.230, Table 2-4 Commercial Zoning Districts—Allowed Uses and Permit Requirements for Commercial and Business Park Districts) are reviewed on a case-by-case basis via the CUP/AUP entitlement process. The listed parking requirements are the minimum; the CUP/AUP process may determine that additional parking is required. Reductions in required parking can only be approved via the variance process (SPMC 36.410.080) and, per the 1983 Initiative, variances for parking are limited to a maximum of five percent of the required number of spaces.

36.310.080 Parking Design Standards.

A. Location of parking areas. Required off-street parking shall be located on the same parcel as the uses served or on a contiguous parcel, or within 400 feet of the proposed use it is intended to serve. When a proposed off-street parking spaces are provided on a separate parcel from the

use, a recorded covenant running with the land, recorded by the owner of the parking lot, guaranteeing that the required parking will be maintained exclusively for the use or activity served for the duration of the use or activity approved in a form acceptable to the City Attorney.

B. Access to parking areas and parking spaces.

1. Access to parking lots. Parking lots shall be designed to prevent access at any point other than at designated access drives.

2. Parking space location. Parking spaces shall not be located within 10 feet of an access driveway, measured from the property line. See Figure 3-17.

Figure 3-17. Queuing Area

3. Internal maneuvering area. Parking areas shall provide suitable maneuvering room so that vehicles enter the street in a forward direction, except for single-family homes and duplexes.

C. Access to adjacent sites. Applicants for nonresidential developments are encouraged to provide shared vehicle and pedestrian access to adjacent nonresidential properties for convenience, safety and efficient circulation. A joint access agreement guaranteeing the continued availability of the shared access between the properties and running with the land shall be recorded by the owners of the abutting properties, as approved by the Director.

D. Parking space and lot dimensions.

1. Parking spaces.

a. Residential spaces. Parking spaces within carports and garages shall have minimum interior dimensions of 20 feet in length by 10 feet in width for each vehicle.

b. Tandem parking spaces. Tandem parking spaces shall be a minimum 35 feet in length by 8.5 ~~10~~ feet in width, and a maximum of 42 feet in length and 12 feet in width.

(1) Within multi-family districts, tandem parking spaces may be assigned to a single unit, and may count toward the requirement for covered spaces, but may not count as a guest space.

(2) Within single-family districts, tandem parking may count toward the requirement for covered spaces with the approval of an Administrative Use Permit where property is developed with a single-family home, where current parking requirements are not met, and there is no space available for the required standard size garage (20’ x 20’). In determining whether it is impractical or unfeasible to provide a standard size garage (20’ x 20’), the Director shall consider if such required parking will result in an inefficient site plan, a development pattern that is inconsistent with surrounding development, or the loss of the property’s only available private outdoor living area, and whether the following conditions exist:

a. The property is substandard in size, less than 10,000 square feet,

b. The property is substandard in width, less than 50 feet wide, or

c. The property contains the following features:

i. protected heritage trees,

ii. a home listed on the City’s Inventory of Historic Resources, or

iii. physical features that would make it impractical or unfeasible to provide the standard size garage.

(3) Within non-residential districts, tandem parking may be provided for all of the required parking spaces where authorized through Parking Use Permit approval, provided an attendant is on duty during the hours of parking lot operation.

2. Parking lot aisles. Drive aisles within parking areas shall be designed and constructed in compliance with the following standards.

a. Aisle width. Parking area aisles shall comply with the minimum dimensional requirements in Table 3-7.

b. Visibility. Drive aisles shall be designed and located so that adequate visibility is ensured for pedestrians, bicyclists, and motorists when entering individual parking spaces, circulating within a parking facility, and entering or leaving a parking facility.

TABLE 3-7. PARKING SPACE AND DRIVE AISLE DIMENSIONS

Angle of Parking	Minimum Dimensions		
	Parking Space Depth	Parking Space Width	Aisle Width (1)
0 degrees -- Parallel parking ~~(e.g. tandem or parallel parking)~~	24 ft	8.5 ft ~~8.6 ft~~ (2) (3)	12 ft
0 degrees --Tandem parking	35 ft	8.5 ft	24 ft
30 to 45 degrees	19 ft	8.5 ft ~~9 ft~~ (2) (3)	13 ft
46 to 60 degrees	21 ft	8.5 ft ~~9 ft~~ (2) (3)	18 ft
61 to 90 degrees	18 ft (4)	8.5 ft ~~9 ft~~ (2) (3)	24 ft

Notes:

(1) The Director may require greater aisle widths where slopes or other obstructions are encountered.

(2) Each parking space that is adjoined on either side of its longer dimension by a fence, wall, partition, column, post, or similar obstruction, and the obstruction is located less than 14 feet from the access aisle measured along the length of the stall, shall have its minimum width increased by at least 10 inches on the side of the obstruction. Exception: The 10-inch increase is not required if columns or posts are set back 18 inches from the drive aisle.

(3) The width can be 7.5 ft for all spaces exceeding one space per residential unit and 25% max of the provided non-residential spaces.

(4) The depth can be 15 ft for all spaces exceeding one space per residential unit and 25% max of the provided non-residential spaces.

E. Curbing and wheel stops.

1. Curbing. Continuous concrete curbing at least six inches high and six inches wide shall be provided along the edges of parking spaces adjacent to fences, walls, other structures, and landscaping.

a. Alternative barrier designs may be approved by the Director.

b. Parking spaces adjacent to landscaped areas or other obstructions shall incorporate an additional curbing width of 12 inches (for a total of 18 inches) to provide a place to stand while exiting and entering vehicles.

c. Curbing shall be placed within the parking space a minimum of two feet from the front of the space.

2. Wheel stops. Wheel stops other than continuous concrete curbing shall be prohibited except in work areas, and parking areas not open to the public.

3. Bumper overhang. To increase the parking lot landscaped area, a maximum of two feet of the parking stall depth may be landscaped with low-growth, hearty materials in lieu of paving, allowing a two-foot bumper overhang while maintaining the required parking dimensions.

F. Directional arrows and signs.

1. Parking spaces, aisles, approach lanes and maneuvering areas shall be clearly marked with directional arrows and lines to ensure the safe and efficient flow of vehicles.

2. The Director may require the installation of traffic signs in addition to directional arrows to ensure the safe and efficient flow of vehicles in a parking facility.

G. Grades of driveways and parking areas. The grades of driveways and parking areas shall comply with the standards in Municipal Code Section 31.35, and the following requirements.

1. Driveways. Driveways shall not exceed a maximum grade of 15 percent measured along the driveway centerline. Where there is a change in the slope of the driveway, it shall be demonstrated that vehicles will be able to pass over the change in slope without interference with an average vehicle's undercarriage.

2. Parking areas. Parking areas shall have a maximum grade of 6.6 percent ~~seven percent~~, measured in any direction.

H. Landscaping. Parking area landscaping shall be provided in compliance with Division 36.330 (Landscaping Standards).

I. Lighting. Parking areas within non-residential areas shall have lighting that provides adequate illumination for security and safety. Lighting standards shall be energy-efficient and in scale with the height and use of the on-site structures, and shall not exceed a maximum height of 16 feet. All illumination, including security lighting, shall be directed downward, away from adjacent properties and public rights-of-way. Lighting location shall take into account the location and expected mature characteristics of on-site landscape materials.

~~J. Residential guest parking. Guest parking for multi-family residential uses shall be designated and restricted for the exclusive use of the guests with appropriate signs and pavement marking~~s.

J ~~K~~. Striping and identification. Parking spaces shall be clearly outlined with four-inch wide lines painted on the surface of the parking facility. Circulation aisles, approach lanes, and turning areas shall be clearly marked with directional arrows and lines to ensure safe traffic movement.

KL. Surfacing. Parking spaces, driveways, and maneuvering areas shall be paved and permanently maintained.

36.350.190 Residential Uses—Multi-family Project Standards.

A. Purpose. The provisions of this Section are intended to:

1. Provide multi-family project residents with adequate private and common open space;

2. Encourage multi-family projects to incorporate courtyard open space design; and

3. Parking shall not be placed Discourage on site parking along the front building elevation or adjacent to the street so that buildings, rather than parking lots or garages, address the street and public view.

B. Applicability. These provisions apply to new or remodeled multi-family projects (50 percent or more of building area remodeled).

C. Open space requirements. All multi-family residential projects except duplexes shall provide permanently maintained outdoor open space for each dwelling units (private space), and for all residents (common space).

1. Area required. Private open space shall be provided at a ratio of 200 square feet per dwelling unit. Common open space shall be provided based on the size of the project, as follows.

TABLE 3-11. MULTI-FAMILY COMMON OPEN SPACE		
Project size	Common Open Space Required	Private Open Space Required
3 to 4 units	200 sf	200 sf per unit
5 to 10 units	500 sf	
11 to 30 units	1,000 sf	
31 and more units	2,000 sf	

Refer to Table 2-3 and Table 2-6 for Common and Private Open Space requirements.

2. Configuration of open space.

a. Location on site. Required open space areas:

(1) Shall be located adjacent to the primary entrance;

(2) Shall be provided as continuous, usable site elements, which shall not include setback areas but may be contiguous to required setbacks; and

(3) Private open space shall be at the same level as, and immediately accessible from, a kitchen, dining room, family room, master bedroom, or living room within the unit. Variations from these dimensional and locational standards may be allowed where it can be shown that the required private open space meets the intent and

purpose of this Section. Provision of private open space shall not reduce the common open space requirements of this Section.

~~b. Dimensions. All open space areas shall be of sufficient size to be usable by residents.~~

~~(1) Private open space areas shall have a minimum dimension of eight feet on any side, and a configuration that would accommodate a rectangle of at least 100 square feet.~~

~~(2) Common open space areas shall have a minimum dimension of 20 feet on any side.~~

b ~~c.~~ Elevation. A minimum of 60 percent of the required common open space shall be located at grade or the level of the first habitable floor.

c ~~d~~. Uncovered areas required. At least 33 percent of the perimeter of the private open space of each unit, or 100 percent of the roof of the open space of each unit, shall be open to the outdoors. Reference to this requirement shall be included in the Covenants, Conditions, and Restrictions of any common interest development.

3. Allowed uses. Required common open space:

a. Shall be available for passive and active outdoor recreational purposes for the enjoyment of all residents of each multi-family project; and

b. Shall not include driveways, setbacks, public or private streets, or utility easements where the ground surface cannot be used appropriately for open space, parking spaces, or other areas primarily designed for other operational functions.

4. Maintenance and control of common open space. Required common open space shall be controlled and permanently maintained by the owner of the property or by a homeowners' association. Provisions for control and maintenance shall be included in any property covenants of common interest developments.

5. Surfacing. Open space areas shall be surfaced with any practical combination of lawn, paving, decking, concrete, or other serviceable material.

6. Landscaping. The applicant shall submit a landscape plan for approval. Landscape design, installation, and maintenance shall comply with Division 36.330 (Landscaping Standards).

7. Slope. Required open space areas shall not exceed a slope of 10 percent.

D. Facility and design requirements.

1. Accessory structures. Accessory structures and uses (e.g., car washing areas, bicycle storage, garages, laundry rooms, recreation facilities, etc.) shall incorporate a design, including materials and colors, similar to the dwelling units, and shall be located in an efficient manner in compliance with this Subsection.

2. Front façade. At least 50 percent of the front façade of all buildings fronting public streets shall be habitable space. A project shall have at least one private entry into the façade adjacent to the right-of-way, with the entry at or within five feet of the finished grade.

3. Front yard paving. No more than 45 percent of the total area of the front yard setback shall be paved for walkways, driveways, and other hardcover pavement.

4. Laundry facilities. All residential developments with five or more dwelling units shall provide common laundry facilities, except developments with facilities provided within each unit.

a. Keyed access. Laundry facilities shall be provided with keyed access for “tenants only.”

b. Location. The facilities shall be evenly dispersed throughout the multi-family project and easily accessible to all tenants.

5. Outdoor lighting. Outdoor lighting shall be installed and maintained along all vehicular access ways and major walkways, in compliance with Section 36.300.090 (Outdoor Lighting). The lighting shall be directed onto the driveways and walkways within the development and away from adjacent properties. Lighting of at least one foot candle shall also be installed and maintained within all covered and enclosed parking areas and shall be screened to minimize glare onto public sidewalks. All proposed lighting shall be shown on the required landscape plan.

6. Storage area. Each dwelling unit shall be provided a minimum of 100 cubic feet of lockable storage area with a minimum dimension of 30 inches, outside of the dwelling unit; provided that these storage areas shall not be visible from a public street.

7. Television antennas. Dwelling units shall not have exterior television antennas other than satellite dishes less than 39 inches in diameter. A single common, central antenna may be allowed, with underground cable service to all dwelling units. This restriction shall be included in any property covenants of a common interest development.

8. Solid waste recycling. Each project shall incorporate innovative designs, both interior and exterior, to make solid waste recycling more convenient and accessible to the occupants.

~~**36.375.080 Streamlined State Density Bonus Review.**~~

~~A. Purpose. For projects including on-site inclusionary units as required herein, the following design incentives process offers an alternative, streamlined State density bonus process. Design incentives are intended to encourage architectural designs that are well-conceived, thoughtfully detailed, consistent with the character of the City and compatible with the zoning district in which they are located.~~

~~B. Applicability. Design incentives may be requested for any project that provides all required inclusionary units on site and for which a density bonus is requested pursuant to SPMC 36.370, provided the site is located in:~~

~~1. Any mixed-use zoning district; or~~

~~2. Any multifamily residential district.~~

~~C. Consistent architectural design approach. To qualify for design incentives pursuant to this section, the applicant shall demonstrate that the proposed project supports a clear and consistent architectural design that includes the following:~~

~~1. Required standards. The project application shall include a narrative that explains the architectural design approach and how the project meets the following standards:~~

~~a. Stepbacks.~~

i. Front and corner building facades. A minimum 10-foot stepback above the third story, or above the second story for properties located on Mission Street, to reduce bulkiness and perceived height from street level;

ii. Side building facades. A minimum 10-foot stepback above the third story, or above the second story for properties located on Mission Street, along property lines that are adjacent to a residential district with a lower density or historic property. Notwithstanding, balconies open on at least two sides may project into the stepback area provided the balcony is at least five feet from the side property line;

iii. Rear building facades. A minimum 10-foot stepback above the third story, or above the second story for properties located on Mission Street, if the proposed building is located within 10 feet of the rear property line of a parcel that is directly adjacent to a residential district with a lower density;

iv. Stepbacks may be reduced if the size of the parcel makes the stepbacks infeasible or such stepbacks are not consistent with the surrounding context as determined by the Director.

b. Terraces and balconies on properties adjacent to a single-family residential use. For properties located adjacent to a single-family residential use, terraces and balconies facing the single-family residential use shall be prohibited above the ground level. Roof terraces shall be located toward the front of the building and at least 10 feet from the edge of the building facing the single-family residential use and shall provide an eight-foot-high sound wall along the single-family facing elevation with a 10-foot-long return on each side of the roof terrace.

c. Three-hundred-sixty-degree architectural design. The project shall have consistent design features or patterns that render it as unique with all elevations designed at the same level of architectural detail and articulation as the front elevation.

d. A signature architectural element that is described in the application. Some examples include but are not limited to: a signature element that identifies the building and relates to its location in the City; a courtyard or open space pattern is visible from the street; a prominent corner feature.

e. Ground-floor facades. Building facades shall avoid blank walls and long expanses without variation in form and design treatment as follows:

i. For mixed-use projects, the ground floor of commercial street facades shall be comprised of at least 75 percent openings in walls such as storefront windows and doors with transparent glazing. Facade variation achieved through form, materials and details is essential, with an emphasis on the ground-floor treatment experienced by pedestrians.

ii. For 100 percent residential projects, the ground floor front facade shall include direct entrances into units and articulation that indicates separate units.

2. Encouraged design features. The applicant should consider incorporating the following features as appropriate to support the request for design incentives in the project application:

a. Higher floor-to-floor height for commercial portion of mixed-use project with 16 to 18 feet considered to be desirable.

b. Higher floor-to-ceiling heights in residential units.

c. Leveraging of additional height to reduce overall site coverage and increase open space.

~~D. Design incentives. Projects that demonstrate a consistent architectural design approach per subsection (C) of this section shall be entitled to the following incentives, without requirement for feasibility studies or other analysis:~~

~~1. Height increase and height averaging. If requested in the project application, a height increase, using measurement based on height averaging, that facilitates the provision of features per subsection (C) of this section shall be approved with no further studies or analysis required as part of the submittal as follows:~~

~~a. For projects in mixed-use zoning districts on Mission Street where there is a predominance of historic resources. An increase of one additional story, with an average maximum project height not to exceed five feet above the limit of the underlying zoning district; provided, that no portion of the building may exceed 10 feet above the height limit of the underlying zoning district.~~

~~b. For projects in other mixed-use zoning districts. An increase of one additional story, with an average maximum project height not to exceed 15 feet above the limit of the underlying zoning district; provided, that no portion of the building may exceed 20 feet above the height limit of the underlying zoning district.~~

~~c. For projects in multifamily residential districts. An increase of one additional story, with a maximum average height not to exceed 10 feet above the limit of the underlying zoning district provided no portion of the building may exceed 15 feet above the height limit of the underlying zoning district.~~

~~For purposes of this incentive, nonoccupiable architectural projections, including elevator shafts and stairwells, shall be permitted to exceed the adjusted height limit as necessary to comply with building code requirements.~~

~~2. Reduced minimum unit size. Notwithstanding SPMC 36.375.070, the floor area of inclusionary units may be up to 10 percent smaller than the market rate units in the project.~~

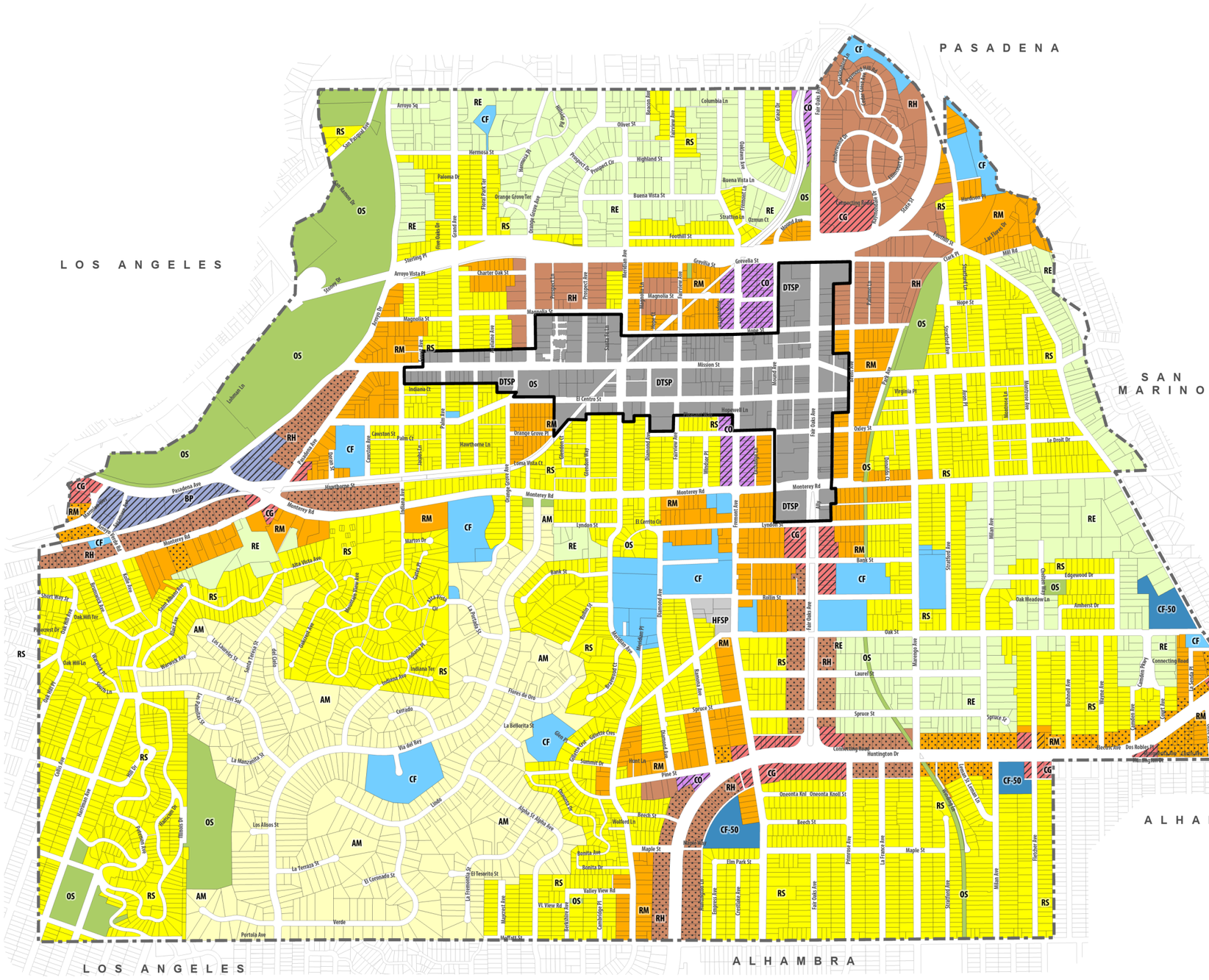
~~3. Parking reduction. The applicant may request to calculate parking for the residential portion of the property at one-half space per bedroom, with studios considered to be one-bedroom units for the purpose of this requirement. Fractional units shall be rounded up to the next whole unit.~~

EXHIBIT B

AMENDED ZONING MAP

City of SOUTH PASADENA

Zoning Map



Zoning Districts

- Residential Estate (RE)
- Altos De Monterey Residential (AM)
- Residential Low Density (RS)
- Residential Medium Density (RM)
- Residential High Density (RH)
- Commercial General (CG)
- Commercial Office (CO)
- Business Park (BP)
- Community Facilities (CF)
- Community Facilities (CF-50)
- Open Space (OS)
- Holy Family Specific Plan (HFSP)

Zoning Overlays and Specific Plans

- Housing Opportunity Overlay
- Mixed Use Overlay
- Downtown Specific Plan Boundary
- Downtown Specific Plan (DTSP)

Zoning Map adopted on August 20, 2025
Source: City of South Pasadena, 2025

0 500 1,000 2,000 3,000 Feet

City Council Agenda Report

ITEM NO. 12

DATE: September 3, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Alma Medina, Assistant to the City Manager

SUBJECT: **CONSIDERATION OF APPROVAL OF THE FIFTH AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH MNJ ADVISORS, INC. FOR TEMPORARY STAFFING SERVICES, IN THE AMOUNT OF $22,000 FOR A NEW TOTAL NOT-TO-EXCEED AMOUNT OF $175,000 AND TO EXTEND THE TERMINATION DATE THROUGH OCTOBER 3, 2025**

Recommendation

It is recommended that the City Council consider approving the proposed Fifth Amendment to the Professional Services Agreement with MNJ Advisors, Inc., to extend the agreement through October 3, 2025, and increase the compensation in the amount of $22,000 for continued temporary staffing services, for a new total not-to-exceed compensation amount of $175,000.

Executive Summary

The City has been utilizing the services of MNJ Advisors, Inc., due to the recent turnover of key staff positions. In order to provide a smooth transition to new staff and continuity of operations, it is requested that MNJ's principal, Josette Reina-Luken continue through October 3, 2025 and assist with the completion of the Fiscal Year end, accounting close and audit, and labor negotiations. This action is to extend the agreement and increase the contract amount by $22,000 for a new total not-to-exceed amount of $175,000.

Background

The initial MNJ Advisors, Inc. contract had a term from March 3, 2025 through June 30, 2025, for a maximum amount of $30,000. On March 19, 2025, the First Amendment was approved to increase the contract amount to $55,000. On April 28, 2025, the Second Amendment was approved to increase the contract amount to $100,000. On June 18, 2025, the Third Amendment was approved to increase the contract amount to $135,000 and extend the term date through August 15, 2025. On August 20, 2025, the Fourth Amendment was approved to increase the contract amount to $153,000 and extend the term date through September 1, 2025. With the current vacancy in the Human Resources Manager and Human Resources Director positions, the Consultant has assisted in filling for those roles for the time being. An amendment is required for the continuation of services and will provide the ability for the City to make payment for such services.

MNJ Advisors, Inc. has provided temporary staffing for the City since March 3, 2025, with an emphasis on timely completion of the Fiscal Year 2024-25 mid-year budget review, Fiscal

Year 2025-26 budget development, temporarily serving in the role of Management Services Director (at the time), and currently serving to fill in the role of Human Resources Manager and Human Resources Director. Continued support would include working with the Assistant City Manager/Chief Financial Officer to finalize labor negotiations, wrap up the Annual Comprehensive Financial Report (ACFR) and implement payroll improvements.

Analysis
The Consultant has been instrumental in having the City finalize the Fiscal Year 2025-2026 budget and has now shifted focus to the Human Resources Division, where there is a vacancy. Current efforts are focused on labor negotiations, an immediate and high-priority need, where the Consultant's experience is proving essential. At the same time, the Division is facing ongoing challenges and a transition, including payroll discrepancies and the need to improve risk management practices. These complex issues require consistent attention and specialized knowledge to resolve effectively and sustainably. In addition, the Consultant will also assist in the recruitments for the vacant Human Resources positions.

To maintain momentum on these priority initiatives, staff recommends approval of the Fifth Amendment to the Consultant's agreement, increasing the contract by $22,000, for a new not-to-exceed total of $175,000. This extension will ensure continued progress during a critical period for the Human Resources Division.

Fiscal Impact
The proposed amendment, if approved, will increase the contract total amount by $22,000, for a total contract not to exceed $175,000 and will be funded from the Finance Department's Operating and Maintenance budget, Professional Service line item (101-3010-3011-8170-000).

Attachment:
Attachment No. 1 - Proposed Fifth Amendment
Attachment No. 2 - Fourth Amendment
Attachment No. 3 - Third Amendment
Attachment No. 4 - Second Amendment
Attachment No. 5 - First Amendment
Attachment No. 6 - Professional Services Agreement

FIFTH AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

THIS AMENDMENT ("Amendment") is made on this 3rd day of September 2025, by and between the CITY OF SOUTH PASADENA ("CITY") and MNJ ADVISORS, INC. ("CONSULTANT').

RECITALS

WHEREAS, on February 26, 2025, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES ("Agreement") for CONSULTANT to perform Interim Director of Management Services services for the City; and

WHEREAS, the original Agreement was in the amount of $30,000, for the Scope of Services; and

WHEREAS, on March 19, 2025, the CITY executed an Amendment to increase the total contract in an amount not to exceed $25,000, for a new aggregate total of Agreement and Amendment sum total of $55,000; and

WHEREAS, on April 28, 2025, the CITY executed an Amendment to increase the total contract in an amount not to exceed $45,000, for a new aggregate total of Agreement and Amendment sum total of $100,000; and

WHEREAS, on June 18, 2025, the CITY executed an Amendment to increase the total contract in an amount not to exceed $35,000, for a new aggregate total of Agreement and Amendment sum total of $135,000; and

WHEREAS, on August 20, 2025, the CITY executed an Amendment to increase the total contract in an amount not to exceed $18,000, for a new aggregate total of Agreement and Amendment sum total of $153,000; and

WHEREAS, the CITY desires to execute an Amendment to increase the total contract in an amount not to exceed $22,000, for a new aggregate total of Agreement and Amendment sum total of $175,000 and extend the agreement term through October 3, 2025; and

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

1. That Section 3.4 “Maximum Amount” of the Agreement is hereby amended to read as follows:
   “Maximum Amount”: The highest total compensation and cost payable to CONSULTANT by CITY under this agreement. The Maximum Amount under this Agreement is One Hundred Seventy- FiveThousand Dollars ($175,000).

2. That Section 3.6 “Termination Date” of the Agreement is hereby amended to read as follows:
   “Termination Date”: October 3, 2025

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

“City” City of South Pasadena	“Consultant” MNJ Advisors, Inc.
By:_____ *Signature*	By:_____ *Signature*
Printed: Todd Hileman	Printed: Josette Reina Luken
Title: City Manager	Title: Vice President
Date:_____	Date:_____

Attest:

By:_____
Mark Perez, Acting Chief City Clerk

Date:_____

Approved as to form:

By:_____
Roxanne M. Diaz, City Attorney

Date:_____

Docusign Envelope ID: 5329B2F4-3D2E-47A9-B24C-5D3BCA21732D

FOURTH AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

THIS AMENDMENT ("Amendment") is made on this 20th day of August 2025, by and between the CITY OF SOUTH PASADENA ("CITY") and MNJ ADVISORS, INC. ("CONSULTANT').

RECITALS

WHEREAS, on February 26, 2025, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES ("Agreement") for CONSULTANT to perform Interim Director of Management Services services for the City; and

WHEREAS, the original Agreement was in the amount of $30,000, for the Scope of Services; and

WHEREAS, on March 19, 2025, the CITY executed an Amendment to increase the total contract in an amount not to exceed $25,000, for a new aggregate total of Agreement and Amendment sum total of $55,000; and

WHEREAS, on April 28, 2025, the CITY executed an Amendment to increase the total contract in an amount not to exceed $45,000, for a new aggregate total of Agreement and Amendment sum total of $100,000; and

WHEREAS, on June 18, 2025, the CITY executed an Amendment to increase the total contract in an amount not to exceed $35,000, for a new aggregate total of Agreement and Amendment sum total of $135,000; and

WHEREAS, the CITY desires to execute an Amendment to increase the total contract in an amount not to exceed $18,000, for a new aggregate total of Agreement and Amendment sum total of $153,000 and extend the agreement term through September 1, 2025; and

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

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

   "Maximum Amount": The highest total compensation and cost payable to CONSULTANT by CITY under this agreement. The Maximum Amount

Docusign Envelope ID: 5329B2F4-3D2E-47A9-B24C-5D3BCA21732D

under this Agreement is One Hundred Fifty- Three Thousand Dollars ($153,000).

2. That Section 3.6 “Termination Date” of the Agreement is hereby amended to read as follows:
   “Termination Date”: September 1, 2025

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

“City”
City of South Pasadena

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

Printed: Todd Hileman

Title: City Manager

Date: 8/21/2025

“Consultant”
MNJ Advisors, Inc.

By: Signed by: 1F105C114A13448... _____
Signature

Printed: Josette Reina Luken

Title: Vice President

Date: 8/21/2025

Attest:

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

Date: 8/25/2025

Approved as to form:

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

Date: 8/21/2025

THIRD AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

THIS AMENDMENT ("Amendment") is made on this 18th day of June 2025, by and between the CITY OF SOUTH PASADENA ("CITY") and MNJ ADVISORS, INC. ("CONSULTANT').

RECITALS

WHEREAS, on February 26, 2025, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES ("Agreement") for CONSULTANT to perform Interim Director of Management Services services for the City; and

WHEREAS, the original Agreement was in the amount of $30,000, for the Scope of Services; and

WHEREAS, on March 19, 2025, the CITY executed an Amendment to increase the total contract in an amount not to exceed $25,000, for a new aggregate total of Agreement and Amendment sum total of $55,000; and

WHEREAS, on April 28, 2025, the CITY executed an Amendment to increase the total contract in an amount not to exceed $45,000, for a new aggregate total of Agreement and Amendment sum total of $100,000; and

WHEREAS, the CITY desires to execute an Amendment to increase the total contract in an amount not to exceed $35,000, for a new aggregate total of Agreement and Amendment sum total of $135,000, and extend the agreement term through August 15, 2025; and

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

1. That Section 3.4 "Maximum Amount" of the Agreement is hereby amended to read as follows:
   "Maximum Amount": The highest total compensation and cost payable to CONSULTANT by CITY under this agreement. The Maximum Amount under this Agreement is One Hundred and Thirty-Five Thousand Dollars ($135,000).

2. That Section 3.6 "Termination Date" of the Agreement is hereby amended to read as follows:
   "Termination Date": August 15, 2025

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

"City"
City of South Pasadena

By: _____
Signature

Printed: Todd Hileman

Title: City Manager

Date: 6-23-25

"Consultant"
MNJ Advisors, Inc.

By: _____
Signature

Printed: Josette Reina Luken

Title: Vice President

Date: 06/18/25

Attest:

By: _____
Hector Gomez, Chief City Clerk

Date: 06/18/25

Approved as to form:

By: _____
Roxanne M. Diaz, City Attorney

Date: 06/18/25

Docusign Envelope ID: 5323CBEB-FC90-44CE-A01F-58E32F1A19B2

SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

THIS AMENDMENT ("Amendment") is made on this 28th day of April 2025, by and between the CITY OF SOUTH PASADENA ("CITY") and MNJ ADVISORS, INC. ("CONSULTANT').

RECITALS

WHEREAS, on February 26, 2025, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES ("Agreement") for CONSULTANT to perform Interim Director of Management Services services for the City; and

WHEREAS, the original Agreement was in the amount of $30,000, for the Scope of Services; and

WHEREAS, on March 19, 2025, the CITY executed an Amendment to increase the total contract in an amount not to exceed $25,000, for a new aggregate total of Agreement and Amendment sum total of $55,000; and

WHEREAS, the CITY desires to execute an Second Amendment to increase the total contract in an amount not to exceed $45,000, for a new aggregate total of Agreement and Amendments sum total of $100,000; and

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

1. That Section 3.4 "Maximum Amount" of the Agreement is hereby amended to read as follows:
   "Maximum Amount": The highest total compensation and cost payable to CONSULTANT by CITY under this agreement. The Maximum Amount under this Agreement is One Hundred Thousand Dollars ($100,000).

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

Docusign Envelope ID: 5323CBEB-FC90-44CE-A01F-58E32F1A19B2

"City"
City of South Pasadena

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

Printed: Todd Hileman

Title: City Manager

Date: 5/14/2025

"Consultant"
MNJ Advisors, Inc.

By: Signed by: 1F105C114A134A8...
Signature

Printed: Josette Reina Luken

Title: Vice President

Date: 5/1/2025

Attest:

By: Signed by: Hector Gomez 9C28A8A8EFB44A7...
Hector Gomez, Chief City Clerk

Date: 5/20/2025

Approved as to form:

By: DocuSigned by: Roxanne Diaz A7809E5CA8A241F...
Roxanne M. Diaz, City Attorney

Date: 5/14/2025

Docusign Envelope ID: 4E2EAD14-BE6D-4880-903A-95BC4D876F3B

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

THIS AMENDMENT ("Amendment") is made on this 19th day of March 2025, by and between the CITY OF SOUTH PASADENA ("CITY") and MNJ ADVISORS, INC. ("CONSULTANT').

RECITALS

WHEREAS, on February 26, 2025, the CITY and CONSULTANT entered into an Agreement for PROFESSIONAL SERVICES ("Agreement") for CONSULTANT to perform Interim Director of Management Services services for the City; and

WHEREAS, the original Agreement was in the amount of $30,000, for the Scope of Services; and

WHEREAS, the CITY desires to execute an Amendment to increase the total contract in an amount not to exceed $25,000. The aggregate total of Agreement and this Amendment is a sum total of $55,000; and

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

1. That Section 3.4 "Maximum Amount" of the Agreement is hereby amended to read as follows:
   "Maximum Amount": The highest total compensation and cost payable to CONSULTANT by CITY under this agreement. The Maximum Amount under this Agreement is Fifty-Five Thousand Dollars ($55,000).

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

Docusign Envelope ID: 4E2EAD14-BE6D-4880-903A-95BC4D876F3B

“City”
City of South Pasadena

By: Signed by: Sean Joyce 0D867796FCFE42A...
Signature

Printed: Sean Joyce

Title: Interim City Manager

Date: 3/26/2025

“Consultant”
MNJ Advisors, Inc.

By: Signed by: Josette Reina Luken 1F105C114A13448...
Signature

Printed: Josette Reina Luken

Title: Vice President

Date: 3/26/2025

Attest:

By: DocuSigned by: Mark Perez 8C20A8AB5EFB14A7...
Mark Perez, Deputy City Clerk

Date: 3/26/2025

Approved as to form:

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

Date: 3/26/2025

Docusign Envelope ID: B2575465-0155-4128-BF51-780083022DB0

PROFESSIONAL SERVICES AGREEMENT FOR CONSULTANT SERVICES

(City of South Pasadena / MNJ Advisors, Inc.)

1. IDENTIFICATION

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

2. RECITALS

2.1. City has determined that it requires the following professional services from a consultant: Interim Director of Management Services

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

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

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

3. DEFINITIONS

3.1. "Scope of Services": See Exhibit A

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

Docusign Envelope ID: B2575465-0155-4128-BF51-780083022DB0

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

3.4. "Maximum Amount": The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Thirty Thousand Dollars ($30,000.00).

3.5. "Commencement Date": March 3, 2025

3.6. "Termination Date": June 30, 2025

4. TERM

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

5. CONSULTANT'S DUTIES

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

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

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

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

Docusign Envelope ID: B2575465-0155-4128-BF51-780083022DB0

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

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

5.7. **Appropriate Personnel.** Consultant has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Josette Reina-Luken shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.

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

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

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

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

Docusign Envelope ID: B2575465-0155-4128-BF51-780083022DB0

Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

6. SUBCONTRACTING

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

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

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

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

7. COMPENSATION

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

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

Docusign Envelope ID: B2575465-0155-4128-BF51-780083022DB0

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

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

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

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

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

8. PREVAILING WAGES

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

9. OWNERSHIP OF WRITTEN PRODUCTS

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

10. RELATIONSHIP OF PARTIES

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

Docusign Envelope ID: B2575465-0155-4128-BF51-780083022DB0

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

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

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

11. INDEMNIFICATION

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

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

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

Docusign Envelope ID: B2575465-0155-4128-BF51-780083022DB0

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

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

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

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

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

12. INSURANCE

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

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

- Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: Interim Director of Management Services.
- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.

Docusign Envelope ID: B2575465-0155-4128-BF51-780083022DB0

- City reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

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

- Professional Liability Insurance: $1,000,000 per occurrence, $2,000,000 aggregate

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

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

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

12.5. **Worker's Compensation Insurance.** Consultant is aware of the provisions of Section 3700 of the Labor Code which requires every employer to carry Workers' Compensation (or to undertake equivalent self-insurance), and Consultant will comply with such provisions before commencing the performance of the work of this Agreement. If such insurance is underwritten by any agency other than the State Compensation Fund, such agency shall be a company authorized to do business in the State of California. If Consultant has no employees while performing services under this Agreement, workers' compensation policy is not required, but Consultant shall execute a declaration that it has no employees.

12.6. **Professional Liability Insurance or Errors & Omissions Coverage.** The deductible or self-insured retention may not exceed $50,000. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work. Coverage shall be continued for two years after the completion of the work by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.

Docusign Envelope ID: B2575465-0155-4128-BF51-780083022DB0

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

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

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

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

Docusign Envelope ID: B2575465-0155-4128-BF51-780083022DB0

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

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

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

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

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

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

13. MUTUAL COOPERATION

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

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

14. NOTICES

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

Docusign Envelope ID: B2575465-0155-4128-BF51-780083022DB0

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

If to City

Sean Joyce, Interim City Manager
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030
Telephone: (626) 403-****
Facsimile: (626) 403-7241

If to Consultant

Josette Reina-Luken
MNJ Advisors, Inc.
4112 Enchanted Circle
Roseville, CA 95747
Telephone: (916) 539-3510

With courtesy copy to:

Roxanne Diaz
South Pasadena City Attorney
Richards Watson Gershon
350 South Grand Ave., 37th Floor
Telephone: (213) 626-8484

15. SURVIVING COVENANTS

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

16. TERMINATION

16.1. **City Termination.** City may terminate this Agreement for any reason on fifteen (15) calendar days' written notice to Consultant. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

16.2. **Consultant Termination.** Consultant may terminate this Agreement for a material breach of this Agreement upon fifteen (15) days' notice.

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

Docusign Envelope ID: B2575465-0155-4128-BF51-780083022DB0

the benefit of such work as may have been completed up to the time of such termination.

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

17. INTERPRETATION OF AGREEMENT

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

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

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

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

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

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

Docusign Envelope ID: B2575465-0155-4128-BF51-780083022DB0

18. GENERAL PROVISIONS

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

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

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

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

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

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

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

Docusign Envelope ID: B2575465-0155-4128-BF51-780083022DB0

agrees to post in conspicuous places, available to employees and applicants for employment, the provisions of this nondiscrimination clause.

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

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

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

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

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

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

SIGNATURES ON THE FOLLOWING PAGE

Docusign Envelope ID: B2575465-0155-4128-BF51-780083022DB0

"City"
City of South Pasadena

By: Signed by: Sean Joyce 0D867796FCFE42A...
Signature

Printed: Sean Joyce

Title: Interim City Manager

Date: 2/26/2025

"Consultant"
MNJ Advisors, Inc.

By: Josette Reina-Luken
Signature

Printed: Josette Reina-Luken

Title: Vice-President

Date: 02·26·2025

Attest:

By: Signed by: Alma Medina 115BF030396641E... Alma Medina for
Mark Perez
Deputy City Clerk

Date: 2/26/2025

Approved as to form:

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

Date: 2/26/2025

Docusign Envelope ID: B2575465-0155-4128-BF51-780083022DB0

Exhibit A

Scope of Services

Serve as and fulfill the duties of the Interim Management Services Director with emphasis on timely completion of the FY2024-25 mid-year budget update and FY2025-26 budget development.

Onsite services will be provided for the initial 2-3 weeks, and the remainder of services will be provided either onsite or remote. Remote work will be specifically set for March 17-26 and April 29th. Work hours may be adjusted to accommodate the budget; the City works on a 4/10 workweek schedule (Monday-Thursday, 10 hours per day). Consultant may work less than 40 hours per week depending on the workload.

Docusign Envelope ID: B2575465-0155-4128-BF51-780083022DB0

Exhibit B

Fee Schedule

Billable hourly rate of $150 per hour for offsite work and/or $200 per hour for onsite work (travel expenses included in the onsite rate).

Docusign Envelope ID: B2575465-0155-4128-BF51-780083022DB0

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/25/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Next First Insurance Agency, Inc.
PO Box 60787
Palo Alto, CA 94306

CONTACT NAME:
PHONE (A/C, No, Ext): (855) 222-5919 **FAX (A/C, No):**
E-MAIL ADDRESS: support@nextinsurance.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : State National Insurance Company, Inc.	12831
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Michael Luken
MNJ Advisors
6160 Rose Garden Ln
Roseville, CA 95747

COVERAGES **CERTIFICATE NUMBER:** 435683699 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:	X	X	NXT9FV43WW-01-GL	01/02/2025	01/02/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$1,000,000.00 $100,000.00 $15,000.00 $1,000,000.00 $2,000,000.00 $2,000,000.00 $
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ $ $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE $	$ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
A	Professional Liability	X		NXT9FV43WW-01-GL	01/02/2025	01/02/2026	Each Occurrence: Aggregate:	$1,000,000.00 $2,000,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is The City of South Pasadena, its City Council, Commissions, officers, and employees. A Waiver of Subrogation applies in favor of this Certificate Holder on the following policies: General Liability. This Certificate Holder is an Additional Insured on the General Liability policy on a primary and non-contributory basis. NEXT will endeavor to provide this Certificate Holder with written notice of cancellation 30 days in advance for any of the following policies: General Liability. All Certificate Holder privileges apply only if required by written agreement between the Certificate Holder and the insured, and are subject to policy terms and conditions.

CERTIFICATE HOLDER
The City of South Pasadena, its City Council, Commissions, officers, and employees
1414 Mission St
South Pasadena, CA 91030

LIVE CERTIFICATE
Click or scan to view

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

Docusign Envelope ID: B2575465-0155-4128-BF51-780083022DB0

MNJ Advisors Inc.

February 25, 2025

Tina Lopez, Human Resources and Risk Manager
City of South Pasadena
1414 Mission St
South Pasadena, CA 91030

Subject – Auto Liability Coverage
City of South Pasadena

Dear Ms. Lopez :

Our firm, MNJ Advisors Inc., does not have any commercial vehicles. We only use our personal vehicles.

Sincerely,

Signed by:
9B6742D92D614F0...
Michael W. Luken
President/CEO

6160 ROSE GARDEN LANE, ROSEVILLE, CA. 95747-8046
T (916)997-2760

The certificate must include:

Additional Requirements:

Following Endorsements Required:

XXXX Signed by: 9B6742D92D614F0...

2/25/2025

Michael W. Luken President/CEO (916)997-2760

Contact Information

If any of the information shown below is a) missing or b) incorrect, please complete or correct it and return it along with your certificate.

City Council Agenda Report

ITEM NO. 13

DATE: September 3, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Alma Medina, Assistant to the City Manager

SUBJECT: **CONSIDERATION OF APPROVAL OF AN AGREEMENT WITH THE SOUTH PASADENA CHAMBER OF COMMERCE FOR ECONOMIC DEVELOPMENT ACTIVITIES THROUGH A FUNDING ALLOCATION OF BUSINESS IMPROVEMENT TAX REVENUES IN THE AMOUNT OF $82,000, AND RECEIVE AND FILE THE SOUTH PASADENA CHAMBER OF COMMERCE ANNUAL REPORT**

Recommendation

It is recommended that the City Council consider:

1. Approving an agreement with the South Pasadena Chamber of Commerce (Chamber) for economic development activities through a funding allocation of Business Improvement Tax revenues in the amount of $82,000; and
2. Receive and file the South Pasadena Chamber of Commerce Annual Report.

Executive Summary

Since 1977, the City of South Pasadena has partnered with the South Pasadena Chamber of Commerce to fund economic development activities through Business Improvement Tax (BIT) revenues. These funds support programs and services that promote the business community, encourage economic stability, and foster growth in the City.

The Chamber continues to play a central role in supporting local businesses through event programming, marketing, business support services, and community engagement. For Fiscal Year 2025–2026, the proposed agreement provides $82,000 in funding fully supported by projected BIT and film permit revenues. Unlike in prior years, no General Fund reserves are needed to sustain this level of support.

Background

In 1977, the City Council adopted Ordinance No. 1738 establishing the BIT to collect funds for business improvement activities within South Pasadena. The BIT is funded by a percentage of business license tax collected from businesses located in the business and parking district, as well as from citywide filming permits. Revenues fluctuate annually based on business activity and filming levels.

Since its founding in 2004, the Chamber has served as the representative voice of the South Pasadena business community, advocating for business interests while promoting a strong “shop local” culture. The Chamber organizes several signature events each year, including the Eclectic Music Festival, quarterly Arts Crawls, and monthly mixers, that draw residents and

visitors into the City's business districts. These programs provide visibility and customer traffic for local businesses, while also enriching the community's cultural identity.

The annual agreement with the Chamber outlines the scope of work and deliverables funded by BIT revenues, including business support services, community programming, and marketing efforts.

Analysis
The proposed agreement for Fiscal Year 2025-2026 provides funding in the amount of $82,000 and includes the following:

Item Funded	Funding Amount
Arts Crawl (quarterly)	$33,000
Business Center	$9,300
Marketing/Banners	$10,000
Administration	$29,700
TOTAL:	**$82,000**

Funding this agreement is essential for sustaining the Chamber's role as the City's strategic partner in economic development. The Chamber's programming generates measurable economic benefits by driving foot traffic, increasing retail activity, and strengthening South Pasadena's reputation as a vibrant, creative, and business-friendly community.

Events such as the Arts Crawl and Eclectic Music Festival attract visitors from throughout the region, showcasing the City's unique business districts and providing local merchants with opportunities for increased exposure and sales. Meanwhile, the Chamber's ongoing marketing campaigns and business support services ensure that South Pasadena's businesses remain visible, resilient, and connected.

The Chamber also provides critical advocacy and serves as a resource hub for the local business community. Without this funding partnership, many of these coordinated efforts would diminish, reducing business promotion and community programming that directly impacts economic vitality.

Most importantly, this agreement reinvests BIT and filming permit revenues, which are funds generated by businesses and local economic activity, back into programs that benefit those same businesses. This creates a sustainable cycle of investment that strengthens the local economy while reducing reliance on the City's General Fund.

Fiscal Impact
Funds in the amount of $82,000 are included in the FY 2025-2026 budget, in Account No. 220-2010-2301-8185-000. For the FY 2025-2026 funding proposal, no programs are reliant on, or have requested, a subsidy from the City's General Fund. Instead, the proposed $82,000 funding level is fully supported by projected BIT and filming permit revenues. This ensures that the Chamber's activities can continue without additional financial strain on the City's General Fund.

However, should revenues fall short of projections, staff will return to the City Council with adjustments or alternatives.

Commission Review and Recommendation
This item has not been reviewed by a Commission.

Attachment:
Attachment No. 1- Proposed Agreement
Attachment No. 2- FY 24-25 Chamber Annual Report

AGREEMENT BETWEEN THE CITY OF SOUTH PASADENA AND
THE SOUTH PASADENA CHAMBER OF COMMERCE

THIS AGREEMENT is made and entered into this 3rd day of September, 2025 by and between the CITY OF SOUTH PASADENA, a municipal corporation, hereinafter referred to as "City", and the SOUTH PASADENA CHAMBER OF COMMERCE, a California corporation, hereinafter referred to as "Chamber".

WHEREAS, in 1977, the City Council adopted Ordinance No. 1738 establishing a Business Improvement Tax (BIT) to collect funds that may be used for the following four purposes:

1. Decoration of any public place in the area;
2. Promotion of public events which are to take place on or in public places in the area;
3. Furnishing of music in any public place in the area;
4. The general promotion of retail trade activities in the area; and

WHEREAS, the Chamber of Commerce was established to represent and advocate for the business community in South Pasadena, has created goals and objectives and a work plan and budget, and has submitted a proposal for a scope of work to be funded by Business Improvement Tax (BIT) BIT funds, and

WHEREAS, the City wishes to have carried out a program to promote the business community in order to encourage economic stability and development, and

WHEREAS, the City wishes to support the efforts of the Chamber of Commerce for the purposes permitted under Ordinance No. 1738, and

WHEREAS, Chamber is willing to undertake the services hereinafter set forth on behalf of City in the manner and for the purpose hereinafter provided;

NOW THEREFORE, AND IN CONSIDERATION of the mutual covenants, promises and agreements contained herein, City and Chamber agree as follows:

1. For the entire term of this Agreement, Chamber agrees to do and perform the following services and activities as part of its work plan during the term of this Agreement:

   a. Marketing activities including multimedia advertising campaign, branding, and website review, update, and maintenance;

   b. Economic development activities promoting and representing the South Pasadena business community at meetings and functions and in brochures and business directories;

DRAFT

c. Maintenance and staffing of a business resource center providing information and services to the South Pasadena business community;

d. Events and programs of interest and support to the South Pasadena business community;

e. Outreach to all members of the business community in the execution of these activities in order to create a single unified organization for the South Pasadena businesses;

f. Independently, and at the request of City, confer with business representatives to encourage and urge the establishment of their business, commercial or industrial activities in City;

g. Participate in, support and cooperate with City, to the best of its ability and to the extent authorized by Chamber's governing body, programs sponsored or encouraged by City for promotion of the business community;

h. Welcome new businesses to the community by both a written communication of welcome and a personal contact (phone or in-person) where possible, by a representative of Chamber;

j. Independently, and as requested by City, advertise City at Chamber functions throughout the region at other conferences and activities as may be deemed beneficial to extolling the advantages of business development within City;

k. Make written progress reports to the City Manager or Designee, to be transmitted to City Council no less than once per calendar quarter, including showing all information required by City, including, but not limited to the services provided by Chamber hereunder during the applicable quarter;

l. Meet periodically, but no less than quarterly, with City Manager or Designee to review Chamber's progress in meeting its program and budget goals for the year, and to report on the services provided under this contract.

m. Prior to raising them publicly, make every good faith effort to notify City, through its City Manager or Designee of concerns raised by Chamber Board members, regarding actions or inactions of City pursuant to this Agreement;

n. Continue to provide public event programs such as the quarterly Arts Crawl and the annual Eclectic Music Festival to encourage shopping, dining and the promotion of the arts in South Pasadena.

o. Make one annual presentation at a City Council meeting on efforts pertaining to this agreement, accomplishments, highlights, joint efforts with the City, as an annual year-in-review.

2. City shall compensate Chamber in the amount of $82,000 for the 2025-26 fiscal year for the services described above in accordance with the following terms:

   a. *Chamber Budget.* Chamber shall provide City with an adopted annual budget, including specific expenditures of BIT funding that is consistent with the funding allocations set forth in Exhibit A, before the first disbursement of City funds, as well as a copy of IRS 990 (first page) for the Chamber when completed during the fiscal year of the effective date of this Agreement and for each complete Chamber fiscal year thereafter for the term of this Agreement. City will not be obligated to make any payments to Chamber until and unless those documents are submitted to the City Manager or Designee. Entire tax documents can be made available to the City at City's request, to be viewed at the Chamber office.

   b. *Schedule of Disbursement.* The annual compensation shall be disbursed in unequal quarterly installments upon receipt of a Chamber invoice and the written quarterly report; the schedule for payment is as follows: 40% of total amount payable in the first quarter; 20% in the second quarter, 20% in the third quarter and the remainder 20% in the fourth quarter.

   c. *Payment for Additional Services & Programs.* From time to time the City Council may authorize payment for Chamber services and programs beyond the immediate scope of this Agreement. In such cases, City will pay for such services only after receipt of an invoice from Chamber. Payment is due within 30 days after receipt of required documentation, satisfactory to the City Manager or Designee; and

3. Prior to raising them publicly, City shall make every good faith effort to notify Chamber, through its President/CEO or a majority of Chamber's Executive Board members, of concerns raised by City Council members, or staff regarding actions or inactions of Chamber pursuant to this Agreement.

4. Chamber shall not utilize any monies received under this Agreement for the endorsement, opposition, or participation in any public office campaign or other political or lobbyist activity.

5. Chamber shall keep such books and records as shall be necessary to perform the services required by this Agreement and to enable City to evaluate the cost and the performance of such services. Books and records shall be kept and prepared in accordance with generally accepted accounting principles and shall be maintained for five years after their preparation.

6. City shall have the right to audit Chamber's records pertaining to this Agreement and the services to be performed hereunder. Chamber agrees to make available all pertinent

records for the purpose of conducting such an audit at Chamber offices, during normal business hours. Such records shall be maintained for five years after their preparation.

7. Chamber and any agent or employee of Chamber shall act in an independent capacity and not as officers or employees of City. City assumes no liability for Chamber's actions or performance, nor assumes responsibility for taxes, bonds, payments, or other commitments, implied or expressed, by or for Chamber. Chamber shall not have authority to act as an agent on behalf of City. Chamber acknowledges that it is aware that because it is an independent contractor, City is making no deduction from any amount paid to Chamber and is not contributing to any fund on its behalf. Chamber disclaims the right to any fee or benefits except as expressly provided for in this Agreement.

8. Chamber shall indemnify, hold harmless and defend City, its officers, employees and agents from any and all actions, claims, liabilities, losses, expenses, awards, damages and judgments, including attorney's fees and court costs, which are related to or result from any intentional, reckless, negligent or otherwise wrongful acts, errors or omissions of Chamber or its officers, employees or agents related to or arising under this Agreement or the use of the compensation paid hereunder, except that the Chamber shall not be responsible under the foregoing with respect to any loss or damage to the extent that a court of competent jurisdiction or arbitrator determines that such loss or damage resulted from the City's or indemnified person's willful misconduct, bad faith, or gross negligence. All duties of Chamber under this provisions shall survive termination or expiration of the Agreement.

9. At all times during the term of this Agreement, Chamber shall carry, maintain and keep in full force and effect general commercial liability insurance and automobile liability insurance in amounts and with endorsements required by the City, as well as worker's compensation insurance in an amount required by State law.

10. This Agreement may be terminated in whole or in part at any time by either party upon 90 days' written notice to the other. In the event of termination, payments from City to Chamber hereunder shall be adjusted on a pro rata basis to the date of termination as set forth in the notice and such payment shall be in full satisfaction of City's obligations hereunder. Chamber, however, shall return any monies advanced to Chamber by City for performing services that were not yet performed within thirty (30) days of this Agreement being terminated.

The term of this Agreement shall be for the period from July 1, 2025 to June 30, 2026 ("term");

12. Resolution of Disputes:

A. Disputes regarding the interpretation or application of any provisions of this Agreement shall, to the extent reasonably feasible, be resolved through good faith negotiations between the parties.

B. If any action, at law or in equity, is brought to enforce or to interpret any provisions of this Agreement, the prevailing party in such action shall be entitled to recover reasonable attorney's fees, costs and necessary disbursements, in addition to such other relief as may be sought and awarded.

13. The respective duties and obligations of the parties hereunder shall be suspended while and so long as performance hereto is prevented or impeded by strikes, disturbances, riots, fire, severe weather, government action, war acts, acts of God, or any other cause similar or dissimilar to the foregoing which are beyond the control of the party from whom the affected performance was due.

14. Chamber shall not discriminate against any employee, subcontractor, or applicant for employment on the basis of race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information, sexual orientation or other basis prohibited by law.. In the performance of this Agreement, Chamber assures that no person shall, on the basis of race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information, sexual orientation or other basis prohibited by law, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement or under any project, program or activity supported by the Agreement.

15. If any provision of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions nevertheless will continue in full force and effect without being impaired or invalidated in any way.

16. This Agreement shall be governed by and construed in accordance with laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Los Angeles. In the event of litigation in a U.S. District Court, exclusive venue shall lie in the Central District of California.

17. This Agreement supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party to this Agreement acknowledges that no representation by any party, which is not embodied herein, nor any other agreement, statement or promise not contained in this Agreement shall be valid and binding. Any modification of the Agreement shall be effective only if it is in writing and signed by both the City and Chamber.

18. Any notices, bills, invoices, etc. required by this Agreement shall be deemed received on (a) the day of delivery if delivered by hand or courier such as federal express, during the receiving party's regular business hours; or (b) on the second business day following deposit in the United States mail, postage prepaid to the addresses set forth herein, or to such other addresses as the parties may, from time to time, designate in writing

pursuant to this section, as follows: If to City, City of South Pasadena, 1414 Mission Street, South Pasadena, CA 91030; If to Chamber, Chamber of Commerce, 1121 Mission Street, South Pasadena, CA 91030.

19. Chamber shall obtain and maintain during the Agreement term all necessary licenses, permits and certificates required by law for the provision of services under this Agreement.

20. The City shall not be obligated or liable under this Agreement to any party other than the Chamber.

IN WITNESS HEREOF, the parties have executed this Agreement on the dates written on the next page.

CITY OF SOUTH PASADENA:

DATED: _____ BY:_____
Todd Hileman, City Manager

CHAMBER OF COMMERCE:

DATED: _____ BY:_____
Karie Reynolds, Board Chair

DATED: _____ BY: _____
Laurie Wheeler, President/CEO

ATTEST:

_____
Mark Perez, Acting Chief City Clerk
(seal)

APPROVED AS TO FORM:

_____

Roxanne M. Diaz, City Attorney

EXHIBIT A

BIT FUNDING ALLOCATION

Item Funded	Funding Amount
Arts Crawl (quarterly)	$33,000
Business Center	$9,300
Marketing	$10,000
Administration	$29,700
Total	**$82,000**



THE SOUTH PASADENA CHAMBER OF COMMERCE

2425 ANNUAL REPORT

The South Pasadena Chamber of Commerce has worked hard to keep the business community informed, supported, and connected.

A WORD FROM THE PRESIDENT



The 2024 –2025 year has been one of remarkable energy and connection in South Pasadena. Together, our Chamber members have not only strengthened their businesses but also created opportunities that ripple throughout our community; from welcoming new storefronts and celebrating long estalished ones to expanding beloved traditions that bring neighbors and visitors together.

What stands out most is the spirit of collaboration. Whether through networking, advocacy, or community events, our members have shown that success is not just about individual growth but about building a local economy that reflects the character and creativity of South Pasadena.

Thank you for being part of this work. The achievements of the past year remind us that when we invest in each other, we create lasting value —for our businesses, for our residents, and for the future of our city.

LAURIE WHEELER
PRESIDENT/CEO

THE SOUTH PASADENA CHAMBER OF COMMERCE

ABOUT THE CHAMBER

The South Pasadena Chamber of Commerce is a nonprofit membership organization working to create a vibrant local economy, celebrate the arts, and connect the community.

We partner with businesses to support, promote and advocate for their interests; and to connect and build relationships and attract people to South Pasadena.

THE SOUTH PASADENA CHAMBER OF COMMERCE

Discover.Connect.Promote.Advocate

CHAMBER STAFF:



LAURIE WHEELER
PRESIDENT/CEO



DIANE LOMBARD
OFFICE
ADMINISTRATOR



NICHOLE CLARK
COMMUNICATIONS
MANAGER



SIOE SCOTT
BOOKKEEPER

BOARD OF DIRECTORS



KARIE REYNOLDS
BOARD CHAIR
KARIE REYNOLDS COMMS



JASON MAK
IMMEDIATE PAST CHAIR
GOLDEN OAKS APARTMENTS



KRIS MORRISH
CHAIR ELECT
THE KUTZER COMPANY



SAM HERNANDEZ
SECRETARY
PARADISE CONSTRUCTION



T. KURERA
TREASURER
D.U.D.E.S.



STEVEN P DAHL, AIA
VP ECON DEVELOPMENT
DAHL ARCHITECTS, INC.



MICHELE DOWNING
VP MEMBERSHIP
COMPASS



ANDREW BERK
VICE PRESIDENT
AVISON YOUNG



JAMIE KHUU INZUNZA
VICE PRESIDENT
MAMMA'S BRICK OVEN



BECKY CHANG
DIRECTOR
ATHENS



JUSTIN PRIETTO
DIRECTOR
LOST PARROT CAFE/THE DAILY



DEVIN ROBINSON
DIRECTOR
JP MORGAN SECURITIES



LAWRENCE SIN
DIRECTOR
CORE BENEFITS



DIANE STAPLES
DIRECTOR
RETREAT



KARLA THOMPSON
DIRECTOR
SMILEHAUS ORTHODONTICS



JESSE TORRES
DIRECTOR
ARROYOWEST LLC



GABRIEL VAZQUEZ
DIRECTOR
INSTITUTE REDESIGN LEARNING

CHAMBER COMMITTEES

ECONOMIC DEVELOPMENT

Objective: *to create a vision for a healthy local economy and work to attract and retain top quality businesses in South Pasadena.*

Berk, Andrew
Bond, Dwight
Braun, Janet
Burke, Jeffrey
Chapman, Dollie
Dahl, AIA, Steven P.
Evans, Daniel M.
Hernandez, Samuel
Khuu Inzunza, Jamie
Loewel, Donald
Lubs, David
Mak, Jason
Megerdichian, Domenica
Morrish, Kris
Penman, Don
Pia, Gary
Smeaton, Mark
Wheeler, Laurie

LEGISLATIVE AFFAIRS

Objective: *to represent the business community with all levels of government in an effective, timely fashion and to provide a communications link between business and government.*

Chapman, Dollie
Cheng, Becky
Cortez, Patty
Daigle, Ellen
Garcia, Katrina
Gomez, Dalia
Kwong, Kristine
Martinez, Margie
Megerdichian, Domenica
Moore, Savannah
Nam, Erica
Ng, Candy
O'Shields, Lanae
Park, Sam
Philpot, Janna
Soriano, Jeannette
Tang, Jennifer
Torres, Jesse
Urquhart, Mary
Wheeler, Laurie
Yeh, Tim
Yeung, Rainbow

AMBASSADORS

Objective: *welcome all new members to the Chamber, support ribbon -cuttings and other recognition events, assist in the planning and execution of all mixers, networking breakfasts and special events.*

Bennett, Gloria
Delair, Ryan
Garcia, Chantal
Joe, Jeanie
Koba, Dennis
Lee, Wende
Lombard, Diane
Macrum, Tracy
Sabatella, Carmine
Sarmiento, Juan
Smith-Biesman, Kaiy
Vaughan, Derek
Wheeler, Laurie

EVENTS

Objective: *The objective of Events Committee is to plan and execute major annual city -wide events on behalf of the Chamber of Commerce.*

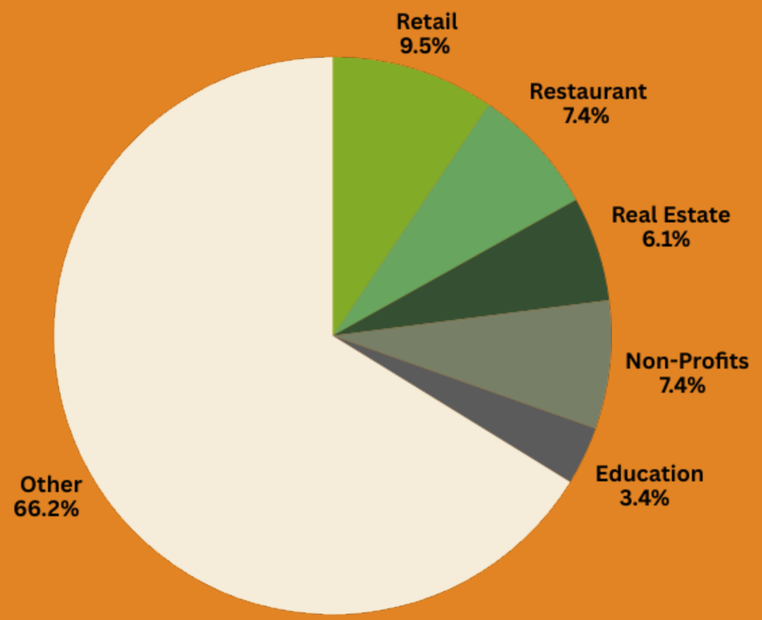
Billings, Cathy
Colerick, Brad
Coppola, Angelina
Khuu Inzunza, Jamie
Morrish, Kris
Smith, Martin
Wheeler, Laurie
Wong, Maida

MEMBERSHIP

Chamber membership is the cornerstone of our efforts to connect the community and create a vibrant local economy. We are thrilled to say that in the 24 -25 fiscal year, we welcomed **24 new members,** bringing our total member count to **305** , which represents over half of the eligible licensed businesses in town.

South Pasadena is home to a diverse array of businesses, and our membership reflects that. We're proud to have so many active members from such a variety of business categories.

TOP 5 CHAMBER MEMBER INDUSTRIES



- Retail 9.5%
- Restaurants 7.4%
- Real Estate 6.1%
- Non -Profits 7.4%
- Education 3.4%
- Other 66.2%
  (e.g. Services, Medical, Arts)

24
New Members

305
Total Members

52%
of eligible licensed businesses are Chamber members

BUSINESS & COMMUNITY SERVICES

THROUGH THE 2024 - 2025 YEAR, THE CHAMBER PROVIDED THE BUSINESS COMMUNITY WITH A VARIETY OF SERVICES:

RETAIL PROMOTION & MARKETING:

- **Eat - Shop - Enjoy South Pasadena marketing campaign** including the online 'Guide to South Pasadena,' and management of the Instagram page @eatshopenjoysouthpasadena
- **Seasonal promotion** of business activities and offerings for a variety of holidays (e.g. Halloween, Thanksgiving)
- **Four quarterly arts crawls and one annual Eclectic Music Festival** bringing a collective 25,000+ people onto Mission Street to eat, shop, and patronize South Pasadena businesses
- **Celebrated 9 ribbon cutting ceremonies** for businesses
- **Local Business Booths @ weekly Farmers Market** for businesses to promote their products and services

BUSINESS & COMMUNITY SERVICES

BUSINESS RESOURCES & ECONOMIC DEVELOPMENT

- **12 ShopTalk Business Breakfast events**, all in person at Mike & Anne's Restaurant.
- **Economic Development Committee meetings** on various upcoming and ongoing local projects
- **2 Job Fair events** in collaboraton with the Foothill Workforce Development Board
- An **online Learning Center** where relevant webinars and business resource articles on employment services, City updates, grants and other assistance are published
- **Welcome letters sent** to over 50 newly licensed businesses
- **1-on-1 guidance** and assistance for businesses
- **Advocacy** for the business community at large

BUSINESS & COMMUNITY SERVICES

COMMUNITY OUTREACH

- Monthly **Legislative Affairs Committee** meetings bring representatives from local, county, state, and federal legislators, utility services providers, community groups, and businesses to exchange updates
- South Pasadena **Community Calendar** for local events
- **Community Corner @ weekly Farmers Market** for non-profit organizations

CITY SYNERGY

- **Merchant Minute** segment at City Council meetings
- **Meet the Mayor** event at the Chamber office with Mayor Janet Braun
- **Candidates Forum** offered the community a chance to meet, hear from and ask questions of the candidates for City Council
- **Service** on the Foothill Workforce Development Board: Vice-Chair and Executive Committee member, as well as member of the Business Services Committee

BUSINESS & COMMUNITY SERVICES

ARTS OUTREACH

- Ongoing partnership and **collaboration with SPARC** to show local and regional artists in the SPARC Gallery @ Chamber of Commerce office
- **Hosted exhibition events** and closing receptions
- Opened office for **private showings** of artists work in the gallery space

81 TOTAL EVENTS

- 47 Weekly Farmers Markets
- 12 Monthly ShopTalk Business Breakfasts
- 4 Quarterly Arts Crawls + Eclectic Music Festival
- 2 After -Hours Mixers
- 9 Ribbon Cutting Celebrations
- 2 Job Fairs
- 1 Candidates Forum
- 1 Meet the Mayor Event
- 3 Holiday Events:
  - Annual Holiday Lighting event @ Farmers Market
  - Chamber Coffee Chat @ SPTOR Float
  - Holiday Shopping Event on Small Business Saturday







47
WEEKLY EVENTS

63
FARMERS/ VENDORS

2
AWARDS/ RECOGNITIONS

3K+
WEEKLY ATTENDEES

WEEKLY FARMERS' MARKET

The Chamber's weekly Farmers' Market was open every Thursday for 47 weeks out of the 24-25 year, supplying the community with local, seasonal produce and a variety of delicious hot food options, and acting as a community hub for local families to recreate.

The Market also hosted a number of community events including the annual Tree Lighting and Flu Vaccine Clinic. With Halloween falling on a Thursday in 2024, the Market drew an exceptionally large crowd, creating a festive and bustling atmosphere.

The Market was once again named 'Best of Pasadena' in the Pasadena Weekly readers' poll and 'Best of San Gabriel Valley' in the Hey Media readers' poll.

SHOPTALK BUSINESS BREAKFAST

The Chamber hosted 12 Shoptalk Business Breakfast meetings in 2024 –2025, all held in person at local favorite Mike and Anne's restaurant.

This year's lineup featured a wide range of timely and engaging topics: the South Pasadena Police Department introduced their new all-electric vehicle fleet, the City's Film Liaison shared insights in an always-popular discussion about filming in South Pasadena, and we welcomed new Fire Chief Greg Lloyd.

We also held two non-profit roundtables, giving local organizations the opportunity to share their missions and build new connections within the business community.







1	12	251	362
RESTAURANT	SPEAKERS	GUESTS	COFFEES







QUARTERLY ARTS CRAWLS

Our quarterly Arts Crawls are free and family friendly ‘Neighborhood Night-on-the-Town’ events, bringing the community together for an evening of art, music, shopping, and food!

We hosted 4 events this year, including a spring Crawl that supplemented our annual Eclectic Music Festival and an Arts-toberfest Crawl with a beer garden and live music in October. Each event brings approximately 3,000 attendees to town. Merchant response was positive for each of these events, indicating increased foot traffic and sales during event hours with return customers visiting in the following days and weeks.

4	45	89	12K+
EVENTS	BUSINESSES	ARTISTS	ATTENDEES

ECLECTIC MUSIC FESTIVAL

The Eclectic Music Festival is an annual community music and art festival that is family -friendly and free to attend. It’s held on and around Mission Street in South Pasadena in order to bring foot traffic directly to the business district.

For it’s 15th year, the Eclectic hosted 11 stages with 60 musical acts and over 20 participating businesses and 15 artisan vendors, plus a beer and wine garden, multiple interactive experiences, a kids zone, and more! We are proud to have brought over 12,000 people to town to eat, shop, and enjoy South Pasadena.







1 EVENT

11 STAGES

62 MUSICIANS

12K+ ATTENDEES







MIXERS & RIBBON CUTTINGS

The Chamber celebrated 9 ribbon cuttings this year, honoring both milestone anniversaries and exciting new openings. Highlights included Dinosaur Farm's 30th anniversary, Mission Wines' 30th anniversary, the grand opening of the new Trader Joe's, LoveBug & Me Music, Carmine's Design and Décor, XTP by Luxe Pilates, and the unveiling of Priority One Credit Union's new community ATM.

We also hosted two After -Hours Mixers, bringing members together to network and connect. One was held at the 625 Fair Oaks building, and the other at the new Trader Joe's plaza, with multiple businesses showcasing their products and services at each event.

9	81	2	56
RIBBON CUTTINGS	FEET OF RIBBON	AFTER HOURS MIXERS	MIXER ATTENDEES

JOB FAIR

The Chamber partnered with the Foothill Workforce Development Board (FWDB) and the City of South Pasadena to coordinate 2 job fair events this year. The first was held in the fall at the South Pasadena Library Community Room and the second was held in the spring at the War Memorial Building.

With 25 participating businesses and over 150 job seekers in attendance, ample connections were made.







3 PARTNERS

25 BUSINESSES

55 POSITIONS

150 JOB SEEKERS







HOLIDAYS

In addition to the Annual Tree Lighting hosted at the South Pasadena Farmers Market, the Chamber once again coordinated a local shopping day on Small Business Saturday, hiring the Old Fashioned Carolers to stroll the streets and visit businesses, singing holiday favorites.

The Chamber also partnered with SPTOR again to host a Coffee at the Float, offering the community an exclusive first look at the 2025 South Pasadena Tournament of Roses Float. Guests enjoyed coffee, pastries, and a behind-the-scenes glimpse of the float-building process while connecting with neighbors in a festive holiday setting

STREET POLE BANNERS

This year, the Chamber introduced two new sets of street pole banners. Festive holiday designs brought warmth and cheer to our business districts, while colorful spring banners debuted in time for the Eclectic Music Festival, celebrating South Pasadena's deep connection to art and culture.

Both projects showcased the Chamber's commitment to making our city welcoming, lively, and distinctly South Pasadena. In addition, a third round of banners has been commissioned for installation in fall 2025, carrying the theme of Shop Local to highlight and support our businesses.





WEBSITE

The Chamber website hosts a number of resources and amenities for the business community and the South Pasadena community at large. In addition to news and updates found on the homepage you'll also find our:

- **Online Learning Center,** where relevant webinars and business resource articles on employment services, City updates, grants and other assistance are published.
- **The South Pasadena Community Calendar** , where any public event held in South Pasadena may be submitted.
- **The Guide to South Pasadena** - a visual directory of all the places you can 'eat, shop, and enjoy' in town.
- **The Member Directory** - a contact list of all Chamber member businesses.

21
WEB POSTS PUBLISHED

221
EVENTS PUBLISHED

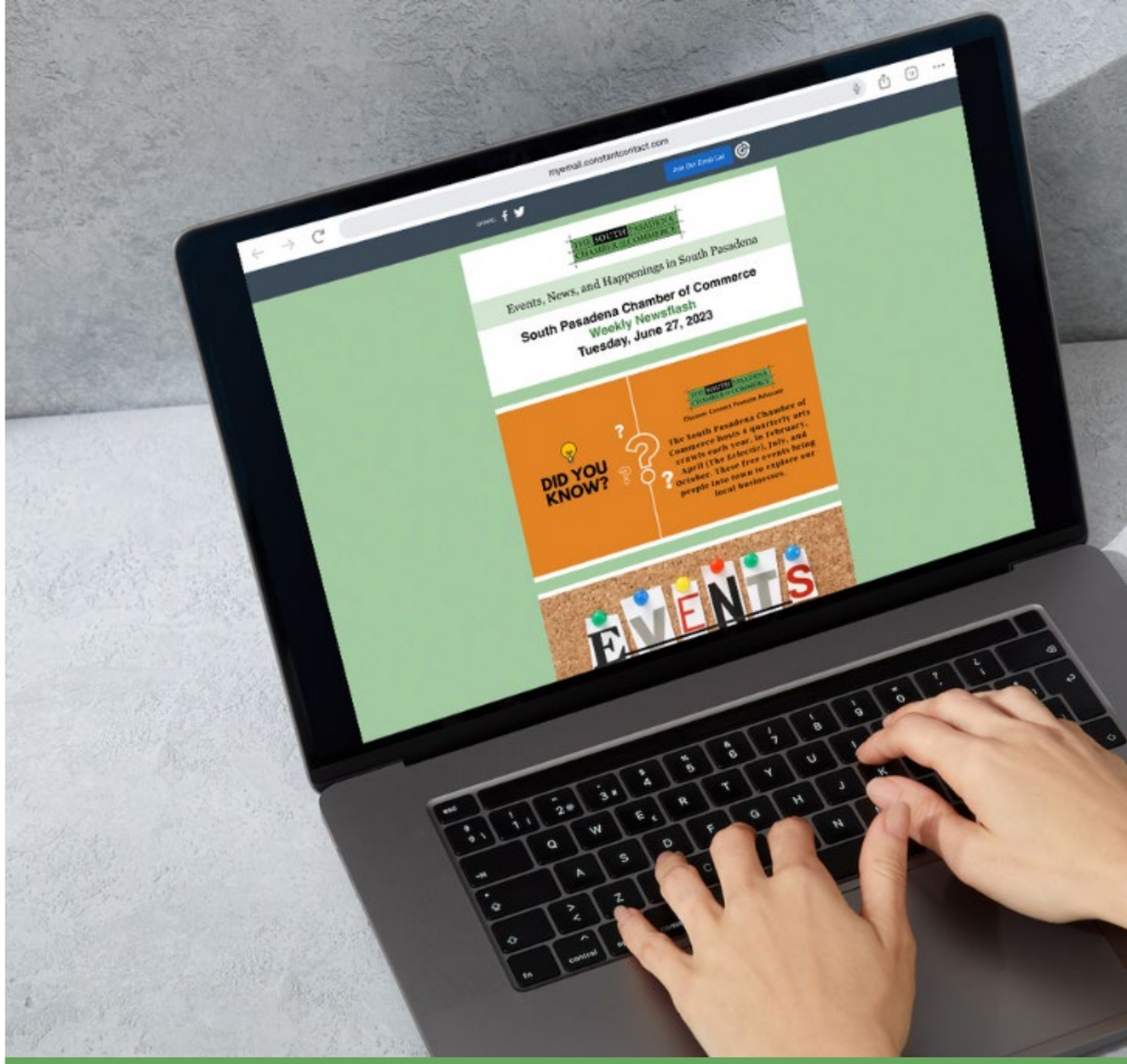
115,288
PAGE VIEWS

EMAIL COMMUNICATIONS

The Chamber sends out a number of email communications throughout the year, including our

- **Weekly Newsflash** email with upcoming events, relevant business resource information, and Eat-Shop-Enjoy-South Pas promotions
- Supplemental **'Special Edition' Newsflash** emails with time sensitive updates
- And various other event, meeting, and program reminders.

This year the Chamber sent **175** emails, with over **112,000** individual sends. Our email open rate now sits at **54% (up 2% from last year)** . We had a net growth of 233 email addresses over the year.



112,934 EMAIL SENDS

54% OPEN RATE

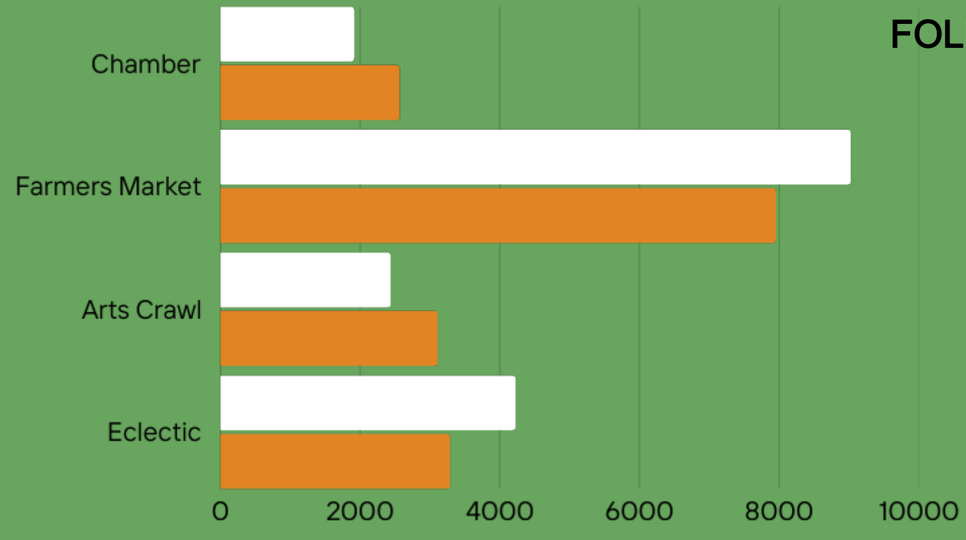
This is 15% above industry average and 2% above our previous year's open rate.

SOCIAL MEDIA

The Chamber's Facebook and Instagram pages primarily target our business community, sharing content on chamber activities and business resources.

The Eat-Shop-Enjoy Instagram page is intended for the larger South Pasadena community (and surrounding neighborhoods) and focuses on community events and business promotion.

The Farmers Market, Arts Crawls, and Eclectic all have their own Facebook and Instagram pages as well, and share event-specific content.



FOLLOWERS: 35,627 (+2368)

CHAMBER FACEBOOK: 1910

CHAMBER INSTAGRAM: 2570

EAT-SHOP-ENJOY INSTAGRAM: 1078

FARMERS MARKET FACEBOOK: 9030

FARMERS MARKET INSTAGRAM: 7957

ARTS CRAWL FACEBOOK: 2442

ARTS CRAWL INSTAGRAM: 3115

ECLECTIC FACEBOOK: 4231

ECLECTIC INSTAGRAM: 3294

150,897 ACCOUNTS REACHED

Across all Facebook and Instagram accounts