CITY OF SOUTH PASADENA
CITY COUNCIL

AGENDA

REGULAR COUNCIL MEETING
WEDNESDAY, FEBRUARY 19, 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	Michael A. Cacciotti

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.

CHANGES TO THE AGENDA

3. 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.

4. **CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $74,371.17; GENERAL CITY WARRANTS IN THE AMOUNT OF $547,204.65; ONLINE PAYMENTS IN THE AMOUNT OF $44,533.55; VOIDS IN THE AMOUNT OF ($23.18); PAYROLL IN THE AMOUNT OF $857,934.03**

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

5. **SECOND READING AND ADOPTION OF AN ORDINANCE OF THE CITY OF SOUTH PASADENA AMENDING ARTICLE III (CITY MANAGER) OF CHAPTER 2 (ADMINISTRATION) OF THE SOUTH PASADENA MUNICIPAL CODE TO DELETE OBSOLETE PROVISIONS RELATED TO THE CITY MANAGER POSITION AND MAKE AMENDMENTS THERETO**

   Recommendation
   Staff recommends that the City Council adopt the ordinance amending Article III (City Manger) of Chapter 2 (Administration) of the South Pasadena Municipal Code to delete obsolete provisions related to the City Manager position and make amendments thereto.

6. **CONSIDERATION OF A RESOLUTION DESIGNATING CERTAIN CITY OFFICIALS TO BE AUTHORIZED AGENTS TO EXECUTE APPLICATIONS AND DOCUMENTS ON BEHALF OF THE CITY FOR OBTAINING CERTAIN FEDERAL AND STATE DISASTER FINANCIAL ASSISTANCE**

   Recommendation
   It is recommended that the City Council adopt the resolution designating certain city officials to be the authorized agents to execute applications and documents on behalf of the City for obtaining certain Federal and State disaster financial assistance.

7. **CONSIDERATION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DECLARING ITS INTENTION TO INITIATE AMENDMENTS TO SOUTH PASADENA MUNICIPAL CODE CHAPTER 36 (ZONING) TO CREATE A NEW CAMINO DEL CIELO OVERLAY ZONING DISTRICT AND A RELATED ZONING MAP AMENDMENT**

   Recommendation
   Staff recommends that the City Council adopt the Resolution declaring its intention to initiate amendments to South Pasadena Municipal Code Chapter 36 (Zoning) to create a new Camino Del Cielo Overlay Zoning District and a related zoning map amendment.

8. **SECOND READING AND ADOPTION OF AN ORDINANCE OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 2 OF THE SOUTH PASADENA MUNICIPAL CODE TO CONSOLIDATE THE MOBILITY AND TRANSPORTATION INFRASTRUCTURE COMMISSION AND PUBLIC WORKS COMMISSION INTO THE NEWLY FORMED PUBLIC WORKS INFRASTRUCTURE COMMISSION**

   Recommendation
   It is recommended that the City Council consider adoption of an ordinance consolidating the Mobility and Transportation Infrastructure Commission and Public Works Commission into one commission, the new Public Works Infrastructure Commission.

PUBLIC HEARING

9. PUBLIC HEARING TO RECEIVE OBJECTIONS OR PROTESTS TO THE VEGETATION MANAGEMENT PROGRAM REGARDING THE ABATEMENT OF WEEDS, BRUSH, RUBBISH AND REFUSE UPON OR IN FRONT OF SPECIFIED PROPERTY IN THE CITY AND AUTHORIZING BY MINUTE ORDER THE ABATEMENT OF HAZARDOUS VEGETATION

Recommendation
It is recommended that the City Council, after holding a Public Hearing and receiving public testimony and hearing any objections or protests to the procedures for abating brush and native vegetation fire hazards identified in Resolution No. 7891, adopt by motion an order directing the abatement of hazardous vegetation.

ACTION DISCUSSION

10. CONSIDER AND DISCUSS RENT STABILIZATION STUDY AND PROVIDE DIRECTION TO STAFF REGARDING THE SAME

Recommendation
It is recommended that the City Council discuss the South Pasadena Rent Stabilization Study completed by HR&A Advisors, Inc., and provide direction to staff on rent stabilization policy development.

11. 2025 CITY COUNCIL PRIORITIES

Recommendation
It is recommended that the City Council discuss and adopt the proposed 2025 City Council priorities, as submitted by respective Councilmembers and compiled by Mayor Braun.

12. CONSIDERATION OF ADOPTION OF A RESOLUTION APPOINTING L. TODD HILEMAN AS CITY MANAGER AND APPROVING AN EMPLOYMENT AGREEMENT; AND ADOPTION OF A RESOLUTION AMENDING THE SALARY SCHEDULE FOR THE POSITION OF CITY MANAGER

Recommendation
The City Attorney recommends that the City Council adopt the Resolution appointing L. Todd Hileman as City Manager and approving an employment agreement between Mr. Hileman and the City; and adopt the Resolution amending the salary schedule for the position of City Manager.

PUBLIC COMMENT - CONTINUED

13. 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

14. 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.

15. CITY MANAGER COMMUNICATIONS

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

February 24, 2025	Special City Council Meeting - Golf Course Comprehensive Plan	5:00 P.M.
March 5, 2025	Regular City Council Meeting	7:00 P.M.
March 19, 2025	Regular City Council Meeting	7:00 P.M.
April 2, 2025	Cancelled - Spring Break	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 February 19, 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.

02/13/2025	/S/
Date	Mark Perez, Deputy City Clerk

City Council Agenda Report

ITEM NO. 4

DATE: February 19, 2025

FROM: Sean Joyce, Interim City Manager

PREPARED BY: William Castrillon, Budget and Purchase Manager

SUBJECT: **CONSIDERATION OF THE APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF $74,371.17; GENERAL CITY WARRANTS IN THE AMOUNT OF $547,204.65; ONLINE PAYMENTS IN THE AMOUNT OF $44,533.55; VOIDS IN THE AMOUNT OF ($23.18); PAYROLL IN THE AMOUNT OF $857,934.03**

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

Fiscal Impact
Prepaid Warrants:
Warrant # 320608-320620: **$72,947.51**
ACH: **$1,423.66**
Voids: **$0**
General City Warrants
Warrant # 320621-320695: **$381,711.51**
ACH: **$165,493.14**
Voids: **($23.18)**
Payroll Period Ending 01/28/2025: **$2,784.95**
Payroll Period Ending 01/31/2025: **$855,149.08**
Wire Transfers Out – To (LAIF): **$0**
Wire Transfers In–From (LAIF): **$0**
Online Payments: **$44,533.55**

Total: $1,524,020.22

Key Performance Indicators and Strategic Plan
This item is in line with the Finance Department's Key Performance Indicators identified in the Fiscal Year 2022-2023 Budget. The Accounts Payable process is completely digital and routed via a workflow process. This cuts down staff time significantly, as well as streamlines a previously strenuous process. This process also falls in line with the City's environmental strategies by reducing the amount of paper used.

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:
Atachment No. 1 -Warrant Summary
Atachment No. 2 - Prepaid Warrant Summary
Atachment No. 3 - General Warrant Summary
Atachment No. 4 - Online Payments
Atachment No. 5 - Payroll
Attachment No. 6 - Voids

City of South Pasadena
Demand/Warrant Register

Date 2/19/2025

Attachment No.1

Recap by fund	**Fund No.**	**Amounts**	
		Prepaid	**Written**
General Fund	101	69,779.63	364,126.07
Insurance Fund	103	-	-
Street Improvement Program	104	-	-
Technology Surcharge Fund	106	-	-
Facilities & Equip.Cap. Fund	105	-	-
Programs and Projects	107	-	-
Local Transit Return "A"	205	55.27	691.67
SLFRF Fund	206	-	-
Local Transit Return "C"	207	-	-
TEA/Metro	208	-	-
Sewer Fund	210	55.22	1,303.13
CTC Traffic Improvement	211	-	-
SB2 Planning Grant	213	-	-
Rogan HR5294 Grant	214	-	-
Street Lighting Fund	215	55.22	35,338.80
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	55.25	1,432.47
County Park Bond Fund	232	2,013.21	1,000.00
Measure R	233	-	-
Measure M	236	-	15,939.84
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	-	6,772.50
OTS Grant	269	-	650.00
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	-	4,521.42
Water Fund	500	55.23	107,522.55
Water Efficiency Fund	503	-	2,915.00
2016 Water Revenue Bonds Fund	505	-	-
SRF Loan - Water	506	-	-
Water & Sewer Impact Fee	510	-	-
Public Financing Authority	550	-	-
Payroll Clearing Fund	700	2,302.14	4,991.20
			-
	Column Totals:	74,371.17	547,204.65

Recap by fund	**Fund No.**	**Amounts**	
		Prepaid	**Written**
		-	-

City Report Totals:	621,575.82
Payroll Period Ending :01/28/2025	2,784.95
Payroll Period Ending:01/31/2025	855,149.08
Wire Transfer Out - To LAIF	-
Wire Transfer In - From LAIF	-
Online Payments	44,533.55
Voids - General Warrant	(23.18)
Grand Report Total:	**1,524,020.22**

Janet Braun, Mayor

William Castrillon, Budget and Purchasing Manager

Mark Perez, Deputy City Clerk

Accounts Payable

Check Detail

User: wcastrillon
Printed: 02/11/2025 - 8:02PM

Check Number	Check Date	Amount
TOYOTAPA - Symes Motors Inc		
320608	02/11/2025	
Inv 01/23/2025		61,773.01
320608 Total:		61,773.01
TOYOTAPA - Symes Motors Inc Total:		61,773.01
Total:		61,773.01

Accounts Payable

Check Detail

User: wcastrillon
Printed: 02/11/2025 - 8:04PM

Check Number	Check Date	Amount
AT&T5006 - AT&T		
320609	02/12/2025	
Inv 130464796		117.70
320609 Total:		117.70
AT&T5006 - AT&T Total:		117.70
AT&T5011 - AT&T		
320610	02/12/2025	
Inv 24813461002105		8.86
Inv 33184108023436		31.57
320610 Total:		40.43
AT&T5011 - AT&T Total:		40.43
ATCN9011 - AT&T		
320611	02/12/2025	
Inv 000022939188		299.55
Inv 00022940881		2,025.12
320611 Total:		2,324.67
ATCN9011 - AT&T Total:		2,324.67
ATTE2011 - AT&T DW Holdings, Inc		
320612	02/12/2025	
Inv 8310014896776		4,013.57
320612 Total:		4,013.57
ATTE2011 - AT&T DW Holdings, Inc Total:		4,013.57
CAL0629 - Franchise Tax Board		
320615	02/12/2025	
Inv PR 01.31.2025		125.00
320615 Total:		125.00
CAL0629 - Franchise Tax Board Total:		125.00

Check Number	Check Date	Amount
CSD3014 - Ca. State Disbursement Unit		
320613	02/12/2025	
Inv PR 01.31.2025		903.69
320613 Total:		903.69
CSD3014 - Ca. State Disbursement Unit Total:		903.69
SCFT0000 - Franchise Tax Board		
320616	02/12/2025	
Inv PR 01.31.2025		134.98
320616 Total:		134.98
SCFT0000 - Franchise Tax Board Total:		134.98
SCFT0001 - Franchise Tax Board		
320617	02/12/2025	
Inv PR 01.31.2025		90.00
320617 Total:		90.00
SCFT0001 - Franchise Tax Board Total:		90.00
SOGA6501 - SoCalGAS		
320618	02/12/2025	
Inv 12/1/24-1/1/25		276.19
320618 Total:		276.19
SOGA6501 - SoCalGAS Total:		276.19
SOU5451 - S.P. Public Service Employees Association 700-0000-0000-2248-000		
0	02/12/2025	
Inv PR 01.28.2025		34.00
0 Total:		34.00
SOU5451 - S.P. Public Service Employees Association Total:		34.00
SPMN3010 - City of South Pasadena		
320614	02/12/2025	
Inv 14044-01.24.25		510.86
Inv 19126-01.17.25		462.93
Inv 19386-01.24.25		504.96
Inv 19387-01.24.25		534.46
320614 Total:		2,013.21

Check Number	Check Date	Amount
SPMN3010 - City of South Pasadena Total:		2,013.21
SSDV2018 - Sandoval, Sheila		
0	02/12/2025	
Inv PR 01.31.2025		1,014.47
0 Total:		1,014.47
SSDV2018 - Sandoval, Sheila Total:		1,014.47
TIM4011 - Charter Communications Holdings, LLC		
0	02/12/2025	
Inv 187633401011425		375.19
0 Total:		375.19
TIM4011 - Charter Communications Holdings, LLC Total:		375.19
VERW6711 - Verizon Wireless		
320619	02/12/2025	
Inv 6103840652		609.96
Inv 6104556093		501.92
320619 Total:		1,111.88
VERW6711 - Verizon Wireless Total:		1,111.88
WON1111 - Wong, Daren		
320620	02/12/2025	
Inv 09/17/2024		23.18
320620 Total:		23.18
WON1111 - Wong, Daren Total:		23.18
Total:		12,598.16

Accounts Payable

Check Detail

User: wcastrillon
Printed: 02/11/2025 - 8:11PM

Check Number	Check Date	Amount
ACCOEG - ACCO Engineered Systems, Inc.		
320622	02/21/2025	
Inv 20650185		1,515.00
320622 Total:		1,515.00
ACCOEG - ACCO Engineered Systems, Inc. Total:		1,515.00
ACTM3010 - Robert Half International, Inc.		
0	02/21/2025	
Inv 64543861		1,912.64
Inv 64560146		1,912.64
Inv 64560201		442.40
Inv 64581189		1,554.02
0 Total:		5,821.70
ACTM3010 - Robert Half International, Inc. Total:		5,821.70
ADHA6116 - Herrera, Adam		
320657	02/21/2025	
Inv 01/09/2025		39.76
320657 Total:		39.76
ADHA6116 - Herrera, Adam Total:		39.76
AKDC9265 - Ashok Kumar Dhingra		
320627	02/21/2025	
Inv CSP 2025-01		4,521.42
320627 Total:		4,521.42
AKDC9265 - Ashok Kumar Dhingra Total:		4,521.42
ALL0197 - All Star Fire Equipment, Inc.		
320624	02/21/2025	
Inv 261559		378.69
320624 Total:		378.69

Check Number	Check Date	Amount
ALL0197 - All Star Fire Equipment, Inc. Total:		378.69
ALXS6711 - Nick Barbieri Trucking, LLC		
320672	02/21/2025	
Inv 1170030-IN		423.12
320672 Total:		423.12
ALXS6711 - Nick Barbieri Trucking, LLC Total:		423.12
AMAZONCP - Amazon Capital Services, Inc.		
0	02/21/2025	
Inv 19PJ-GPKQ-43XQ		70.03
Inv 1GYT-P3FN-QPWC		100.93
Inv 1LH9-WHLL-9N1K		42.62
Inv 1QD7-34FN-JTVP		165.10
Inv 1V6Q-JQ9X-41NT		310.35
0 Total:		689.03
AMAZONCP - Amazon Capital Services, Inc. Total:		689.03
AMDA6710 - Almeda, Jose L.		
320625	02/21/2025	
Inv 1/24/2025		30.66
320625 Total:		30.66
AMDA6710 - Almeda, Jose L. Total:		30.66
AMTIR4 - The Reinalt-Thomas Corporation DBA		
320686	02/21/2025	
Inv 2108343		658.98
Inv 2108910		329.49
320686 Total:		988.47
AMTIR4 - The Reinalt-Thomas Corporation DBA Total:		988.47
ATLRR816 - Atkinson, Andelson, Loya, Rudd & Romo		
0	02/21/2025	
Inv 737829		3,677.13
0 Total:		3,677.13
ATLRR816 - Atkinson, Andelson, Loya, Rudd & Romo Total:		3,677.13
AUTOCSPC - Echeveria, Jose		
320648	02/21/2025	
Inv 12091		2,881.70

Check Number	Check Date	Amount
320648 Total:		2,881.70
AUTOCSPC - Echeveria, Jose Total:		2,881.70
BAK0369 - Baker & Taylor Books		
0	02/21/2025	
Inv 2038735872		860.03
Inv 2038738595		152.99
Inv 2038747187		145.29
Inv 2038753764		578.54
Inv 2038771996		127.00
Inv 2038774340		756.57
Inv 2038782792		511.61
Inv 2038783409		1,187.79
Inv 2038795295		288.09
0 Total:		4,607.91
BAK0369 - Baker & Taylor Books Total:		4,607.91
BARALPW - Barrera, Alejandro		
320628	02/21/2025	
Inv 1/15/2025		100.80
Inv 1/21/2025		50.40
320628 Total:		151.20
BARALPW - Barrera, Alejandro Total:		151.20
BLSP8010 - Blackstone Publishing		
0	02/21/2025	
Inv 2184595		429.24
0 Total:		429.24
BLSP8010 - Blackstone Publishing Total:		429.24
BLU7777 - California Physicians Service		
320635	02/21/2025	
Inv March 2025		2,197.13
320635 Total:		2,197.13
BLU7777 - California Physicians Service Total:		2,197.13
BRCL6011 - BluSky Restoration Contractors, LLC		
320631	02/21/2025	
Inv 233835-11		8,867.01
320631 Total:		8,867.01

Check Number	Check Date	Amount
BRCL6011 - BluSky Restoration Contractors, LLC Total:		8,867.01
BRYSAL - Salgado, Bryan		
320678	02/21/2025	
Inv 1/11/2025		130.20
320678 Total:		130.20
BRYSAL - Salgado, Bryan Total:		130.20
BSHL6710 - Base Hill, Inc., dba Jan Point		
0	02/21/2025	
Inv 25694		16,885.00
0 Total:		16,885.00
BSHL6710 - Base Hill, Inc., dba Jan Point Total:		16,885.00
CAL5236 - CA Linen Services		
320634	02/21/2025	
Inv 2390342		137.42
Inv 2392933		137.98
320634 Total:		275.40
CAL5236 - CA Linen Services Total:		275.40
CAN0607 - Cantu Graphics Inc.		
320636	02/21/2025	
Inv 22073		522.59
Inv 61498-2		251.37
Inv 62602-2		87.98
Inv 62602-3		44.04
320636 Total:		905.98
CAN0607 - Cantu Graphics Inc. Total:		905.98
CGUSA - Compass Group USA, Inc.		
320641	02/21/2025	
Inv SOC235220		310.88
320641 Total:		310.88
CGUSA - Compass Group USA, Inc. Total:		310.88
CINTA3 - Cintas Corporation		
320637	02/21/2025	
Inv 4218362900		420.79

Check Number	Check Date	Amount
Inv 4219130523		400.88
320637 Total:		821.67
CINTA3 - Cintas Corporation Total:		821.67
CINTAS - Cintas Corporation		
320638	02/21/2025	
Inv 8407065841		143.88
320638 Total:		143.88
CINTAS - Cintas Corporation Total:		143.88
COBR7131 - The Advantage Group		
0	02/21/2025	
Inv February 2025		21,844.78
0 Total:		21,844.78
COBR7131 - The Advantage Group Total:		21,844.78
CONYEE - Yee, Connie		
0	02/21/2025	
Inv FFJanDropIn		808.00
Inv FFJanMo		64.00
Inv HIITJan		55.90
0 Total:		927.90
CONYEE - Yee, Connie Total:		927.90
CPR0551 - CPRS District XIII		
320642	02/21/2025	
Inv 0138		25.00
320642 Total:		25.00
CPR0551 - CPRS District XIII Total:		25.00
CRHY8067 - Hartney, Corey P.		
0	02/21/2025	
Inv INVJAN25		438.75
0 Total:		438.75
CRHY8067 - Hartney, Corey P. Total:		438.75
CRPC7000 - Pech, Carlos		
320674	02/21/2025	

Check Number	Check Date	Amount
Inv 01/13-01/17/25		1,312.87
320674 Total:		1,312.87
CRPC7000 - Pech, Carlos Total:		1,312.87
CSULB40 - CSULB Foundation		
320643	02/21/2025	
Inv 3430		397.00
320643 Total:		397.00
CSULB40 - CSULB Foundation Total:		397.00
DABN8267 - Bohan, Diana 101-8030-8021-8267-000		
0	02/21/2025	
Inv JanDropIn		432.00
Inv JanMoYoga		185.60
0 Total:		617.60
DABN8267 - Bohan, Diana Total:		617.60
DDLP8010 - Dr. Detail Ph.D LLC		
0	02/21/2025	
Inv 3230		600.00
0 Total:		600.00
DDLP8010 - Dr. Detail Ph.D LLC Total:		600.00
DIR2013 - Department of Industrial Relations		
320645	02/21/2025	
Inv S 2074549		1,350.00
320645 Total:		1,350.00
DIR2013 - Department of Industrial Relations Total:		1,350.00
DON4011 - Donnoe & Associates Inc		
320646	02/21/2025	
Inv 10757		1,430.00
320646 Total:		1,430.00
DON4011 - Donnoe & Associates Inc Total:		1,430.00
DSP0755 - D & S Printing		
320644	02/21/2025	
Inv 1102		1,091.48

Check Number	Check Date	Amount
320644 Total:		1,091.48
DSP0755 - D & S Printing Total:		1,091.48
DXPENTR - DXP Enterprises, Inc.		
320647	02/21/2025	
Inv 54885891		11,999.36
320647 Total:		11,999.36
DXPENTR - DXP Enterprises, Inc. Total:		11,999.36
EDVL6010 - Villalobos, Edgar		
320694	02/21/2025	
Inv 1/7/2025		27.30
320694 Total:		27.30
EDVL6010 - Villalobos, Edgar Total:		27.30
EGGO4011 - Giron-Garrido, Elias		
320653	02/21/2025	
Inv 01/20-01/24/25		1,228.02
320653 Total:		1,228.02
EGGO4011 - Giron-Garrido, Elias Total:		1,228.02
EMPI5011 - Aramsco, Inc. (Formerly Empire Cleaning Supply)		
320626	02/21/2025	
Inv S6857822.001		761.37
320626 Total:		761.37
EMPI5011 - Aramsco, Inc. (Formerly Empire Cleaning Supply) Total:		761.37
FOO7777 - Foothill Lock & Key		
320650	02/21/2025	
Inv 13202		195.00
320650 Total:		195.00
FOO7777 - Foothill Lock & Key Total:		195.00
GAL7788 - Gale, Donna M.		
320651	02/21/2025	
Inv MASCHEF-JAN25		270.00
320651 Total:		270.00

Check Number	Check Date	Amount
GAL7788 - Gale, Donna M. Total:		270.00
GALL5011 - Galls, LLC		
320652	02/21/2025	
Inv 030108882		152.21
Inv 030121508		1,041.75
Inv 030148525		410.42
Inv 030148533		158.90
Inv 030173943		638.86
Inv 030173944		486.65
Inv 030186315		456.40
Inv 030186319		237.42
Inv 030230318		71.12
Inv 030254095		33.96
320652 Total:		3,687.69
GALL5011 - Galls, LLC Total:		3,687.69
GLE2563 - City of Glendale		
320640	02/21/2025	
Inv 3267		96,386.00
320640 Total:		96,386.00
GLE2563 - City of Glendale Total:		96,386.00
HAC6711 - Hach Company		
320654	02/21/2025	
Inv 14335149		2,705.29
320654 Total:		2,705.29
HAC6711 - Hach Company Total:		2,705.29
HAWU5011 - 2 Hot Activewear & Uniforms		
320621	02/21/2025	
Inv 9260		990.17
320621 Total:		990.17
HAWU5011 - 2 Hot Activewear & Uniforms Total:		990.17
HDLC3011 - HdL Coren & Cone		
320656	02/21/2025	
Inv SIN047051		3,537.73
320656 Total:		3,537.73

Check Number	Check Date	Amount
HDLC3011 - HdL Coren & Cone Total:		3,537.73
HIW6710 - Hi-Way Safety Inc		
320658	02/21/2025	
Inv 165606		3,774.76
320658 Total:		3,774.76
HIW6710 - Hi-Way Safety Inc Total:		3,774.76
HODE8011 - HD Supply (formerly Home Depot)		
320655	02/21/2025	
Inv 844843839		432.22
320655 Total:		432.22
HODE8011 - HD Supply (formerly Home Depot) Total:		432.22
HRAA7101 - HR&A Advisors, Inc		
320659	02/21/2025	
Inv INV4260		24,605.00
320659 Total:		24,605.00
HRAA7101 - HR&A Advisors, Inc Total:		24,605.00
HTAVERDI - Taverdian, Hanriet		
320684	02/21/2025	
Inv 81462935		3,224.32
320684 Total:		3,224.32
HTAVERDI - Taverdian, Hanriet Total:		3,224.32
INT6115 - Interstate Battery Systems of Eastern Los Angeles		
320660	02/21/2025	
Inv 1810740		224.69
Inv 1810744		129.98
320660 Total:		354.67
INT6115 - Interstate Battery Systems of Eastern Los Angeles Total:		354.67
JAGREDAN - Agredano, Justin		
320623	02/21/2025	
Inv 81461871		2,727.53
320623 Total:		2,727.53

Check Number	Check Date	Amount
JAGREDAN - Agredano, Justin Total:		2,727.53
JHMS8020 - JHM Supply		
0	02/21/2025	
Inv 375539/1		58.00
Inv 376246/1		195.24
0 Total:		253.24
JHMS8020 - JHM Supply Total:		253.24
JMCB6710 - Cipres Bravo, Jose Manuel		
320639	02/21/2025	
Inv 1/07/2025		27.58
320639 Total:		27.58
JMCB6710 - Cipres Bravo, Jose Manuel Total:		27.58
LEBE8032 - Betts, Lemar		
320630	02/21/2025	
Inv INVSKATEJAN25		567.00
320630 Total:		567.00
LEBE8032 - Betts, Lemar Total:		567.00
LIFE822 - Life-Assist Inc.		
320662	02/21/2025	
Inv 1548101		1,406.64
Inv 1548584		405.53
320662 Total:		1,812.17
LIFE822 - Life-Assist Inc. Total:		1,812.17
LIFSVRSC - Lifesavers Conference, Inc.		
320663	02/21/2025	
Inv 155		650.00
320663 Total:		650.00
LIFSVRSC - Lifesavers Conference, Inc. Total:		650.00
LILESTDA - Estrada, Lilly		
320649	02/21/2025	
Inv 1082025		12.40
Inv 1142025		77.02
Inv 1232025		36.05
Inv 1262025		7.50

Check Number	Check Date	Amount
320649 Total:		132.97
LILESTDA - Estrada, Lilly Total:		132.97
LOS2226 - L.A.C. Registrar-Recorder		
320661	02/21/2025	
Inv 25-3057		1,471.22
320661 Total:		1,471.22
LOS2226 - L.A.C. Registrar-Recorder Total:		1,471.22
MAC1529 - Macdonald, Douglas A.		
0	02/21/2025	
Inv SCD(JAN25)		356.85
0 Total:		356.85
MAC1529 - Macdonald, Douglas A. Total:		356.85
MCPSTI - Pusateri, Michele		
0	02/21/2025	
Inv PBALL-JAN25		3,055.00
0 Total:		3,055.00
MCPSTI - Pusateri, Michele Total:		3,055.00
MERPLMBN - Merry Plumbing Co., Inc.		
320665	02/21/2025	
Inv 53671112024		190.00
Inv 53706112524		282.47
Inv 53756120324		545.17
320665 Total:		1,017.64
MERPLMBN - Merry Plumbing Co., Inc. Total:		1,017.64
MREG1400 - Merrimac Petroleum, Inc.		
320664	02/21/2025	
Inv 2236143		4,907.84
320664 Total:		4,907.84
MREG1400 - Merrimac Petroleum, Inc. Total:		4,907.84
MRMC6710 - Miramontes Construction Inc.		
0	02/21/2025	
Inv 5705		29,305.59

Check Number	Check Date	Amount
Inv 5708		7,280.75
0 Total:		36,586.34
MRMC6710 - Miramontes Construction Inc. Total:		36,586.34
MUTOMAHA - Mutual of Omaha Insurance Company		
320667	02/21/2025	
Inv February 2025		2,495.60
Inv January 2025		2,495.60
320667 Total:		4,991.20
MUTOMAHA - Mutual of Omaha Insurance Company Total:		4,991.20
MVCH3011 - MV Cheng & Associates Inc.		
320668	02/21/2025	
Inv 1/31/2025G		5,660.00
320668 Total:		5,660.00
MVCH3011 - MV Cheng & Associates Inc. Total:		5,660.00
NBSFIN - NBS Government Finance Group		
320671	02/21/2025	
Inv 202412-4168		1,861.80
320671 Total:		1,861.80
NBSFIN - NBS Government Finance Group Total:		1,861.80
NRMC6118 - National Ready Mix Concrete Sales, LLC		
320669	02/21/2025	
Inv 915310		657.37
320669 Total:		657.37
NRMC6118 - National Ready Mix Concrete Sales, LLC Total:		657.37
NTNK2013 - National Testing Network		
320670	02/21/2025	
Inv 17350		695.00
320670 Total:		695.00
NTNK2013 - National Testing Network Total:		695.00
OVDR8011 - OverDrive Inc.		
0	02/21/2025	
Inv 01148CO25010765		1,716.49

Check Number	Check Date	Amount
Inv 01148CO25010777		907.44
Inv 01148CO25010786		748.63
Inv 01148CO25019600		60.00
Inv 01148DA25018441		507.00
0 Total:		3,939.56
OVDR8011 - OverDrive Inc. Total:		3,939.56
PHOE4610 - Phoenix Group Information Systems		
320675	02/21/2025	
Inv 122024184		3,162.06
320675 Total:		3,162.06
PHOE4610 - Phoenix Group Information Systems Total:		3,162.06
PLCARIE - Plescia, Carrie		
0	02/21/2025	
Inv LATDANCEJAN25		293.80
0 Total:		293.80
PLCARIE - Plescia, Carrie Total:		293.80
PMAB8021 - Budka, Pamela Avry		
320633	02/21/2025	
Inv ChairYogaJan		197.60
Inv MeditationJAn		90.40
320633 Total:		288.00
PMAB8021 - Budka, Pamela Avry Total:		288.00
PMLDONG - Dong, Pamella C.		
0	02/21/2025	
Inv JanMartiaDropIn		84.00
Inv JanQiGongDropIn		64.00
0 Total:		148.00
PMLDONG - Dong, Pamella C. Total:		148.00
POIN8032 - Behtereva, Elena		
320629	02/21/2025	
Inv PBP-JAN25		60.00
320629 Total:		60.00
POIN8032 - Behtereva, Elena Total:		60.00

Check Number	Check Date	Amount
PRKWOD - Parkwood Landscape Maintenance, Inc.		
320673	02/21/2025	
Inv 108893		1,162.45
Inv 108894		1,228.01
320673 Total:		2,390.46
PRKWOD - Parkwood Landscape Maintenance, Inc. Total:		2,390.46
PSID6010 - PSI Water Technologies, Inc.		
0	02/21/2025	
Inv INV0008279		16,026.15
0 Total:		16,026.15
PSID6010 - PSI Water Technologies, Inc. Total:		16,026.15
PUFG8267 - Wong, Pauline Sam		
0	02/21/2025	
Inv AdultJan		123.50
Inv SeniorJan		212.00
0 Total:		335.50
PUFG8267 - Wong, Pauline Sam Total:		335.50
ROWI2011 - Right of Way Inc.		
320676	02/21/2025	
Inv 70119		1,382.00
Inv 70491		1,382.00
Inv 71313		4,120.84
Inv 71859		3,527.00
Inv 71976		1,382.00
Inv 71977		1,382.00
Inv 72297		1,382.00
Inv 72298		1,382.00
320676 Total:		15,939.84
ROWI2011 - Right of Way Inc. Total:		15,939.84
RVCSTLLC - Revenue & Cost Specialist, LLC		
0	02/21/2025	
Inv 9298		2,380.00
0 Total:		2,380.00
RVCSTLLC - Revenue & Cost Specialist, LLC Total:		2,380.00
SCOT8300 - MRC Smart Technology Solutions		

Check Number	Check Date	Amount
320666	02/21/2025	
Inv IN4410606		165.36
320666 Total:		165.36
SCOT8300 - MRC Smart Technology Solutions Total:		165.36
SCRR4010 - Superior Court of California, County of LA		
320682	02/21/2025	
Inv December 2024		4,369.00
320682 Total:		4,369.00
SCRR4010 - Superior Court of California, County of LA Total:		4,369.00
SDSI0107 - SDS Security Design Systems		
320680	02/21/2025	
Inv 247209		67.12
Inv 247211		45.66
Inv 247212		36.66
Inv 247213		77.14
Inv 247541		45.66
Inv 247855		67.12
Inv 247857		45.66
Inv 247858		36.66
Inv 247859		77.14
320680 Total:		498.82
SDSI0107 - SDS Security Design Systems Total:		498.82
SGMC2013 - St. George's Medical Clinic		
0	02/21/2025	
Inv 150955		650.00
Inv 150997		650.00
Inv 151050		650.00
Inv 151137		175.00
Inv 151171		175.00
0 Total:		2,300.00
SGMC2013 - St. George's Medical Clinic Total:		2,300.00
SGVMC111 - San Gabriel Valley Medical Center		
320679	02/21/2025	
Inv 525087		48.00
Inv 932124		48.00
Inv 933223		48.00
320679 Total:		144.00

Check Number	Check Date	Amount
SGVMC111 - San Gabriel Valley Medical Center Total:		144.00
SPBK - Springbrook Holding Company, LLC		
0	02/21/2025	
Inv INV-019797		80.00
0 Total:		80.00
SPBK - Springbrook Holding Company, LLC Total:		80.00
SPEC5011 - Spectrum Gas Products		
320681	02/21/2025	
Inv 00638583		99.00
Inv 00639428		249.00
320681 Total:		348.00
SPEC5011 - Spectrum Gas Products Total:		348.00
STA5219 - Staples Business Advantage		
0	02/21/2025	
Inv 6021409330		88.38
Inv 6021657087		101.41
Inv 6021751529		519.23
Inv 6021751535		59.14
Inv 6021751537		705.35
Inv 6021826731		85.21
Inv 6021826732		83.78
Inv 6021826733		510.53
Inv 6021826734		11.01
Inv 6022175458		29.75
Inv 6022175461		57.93
Inv 6022175462		38.76
Inv 6022260189		91.67
Inv 6022321770		231.39
Inv 6022321772		193.91
0 Total:		2,807.45
STA5219 - Staples Business Advantage Total:		2,807.45
SWOR8032 - Swords Fencing Studio		
320683	02/21/2025	
Inv SWFENCING-JAN		192.00
320683 Total:		192.00
SWOR8032 - Swords Fencing Studio Total:		192.00
SWRCB833 - State Water Resources Control Board		
0	02/21/2025	

Check Number	Check Date	Amount
Inv WD-0280949		881.00
0 Total:		881.00
SWRCB833 - State Water Resources Control Board Total:		881.00
TCGS3012 - The Corporate Gift Service, Inc.		
320685	02/21/2025	
Inv 34260		2,420.97
320685 Total:		2,420.97
TCGS3012 - The Corporate Gift Service, Inc. Total:		2,420.97
TIMR6116 - Rodriguez, Tim		
320677	02/21/2025	
Inv 12/22/2024		28.68
320677 Total:		28.68
TIMR6116 - Rodriguez, Tim Total:		28.68
TLC2155 - VCA TLC Pasadena Veterinary Specialty & Emergency		
320693	02/21/2025	
Inv 5418651078		40.37
320693 Total:		40.37
TLC2155 - VCA TLC Pasadena Veterinary Specialty & Emergency Total:		40.37
TMOB4010 - T-Mobile		
320687	02/21/2025	
Inv 988212311		462.13
320687 Total:		462.13
TMOB4010 - T-Mobile Total:		462.13
TRA5998 - Transtech Engineers, Inc.		
320688	02/21/2025	
Inv 20246453		30,073.50
Inv 20246454		23,350.52
Inv 20251030		27,697.50
Inv 20251031		24,189.72
320688 Total:		105,311.24
TRA5998 - Transtech Engineers, Inc. Total:		105,311.24
TRIOVLLY - Valley Services, Inc.		

Check Number	Check Date	Amount
320692	02/21/2025	
Inv 223005887		4,036.50
Inv 2230058894		3,685.50
320692 Total:		7,722.00
TRIOVLLY - Valley Services, Inc. Total:		7,722.00
TRIPEPIS - Tripepi, Smith and Associates, Inc.		
320689	02/21/2025	
Inv 13084		2,532.50
320689 Total:		2,532.50
TRIPEPIS - Tripepi, Smith and Associates, Inc. Total:		2,532.50
TYBL7000 - Borrello, Tyler		
320632	02/21/2025	
Inv 01/23/2025		67.80
320632 Total:		67.80
TYBL7000 - Borrello, Tyler Total:		67.80
UND6710 - Underground Service Alert/SC		
320690	02/21/2025	
Inv 1220240715		91.40
Inv 24-252255		55.40
320690 Total:		146.80
UND6710 - Underground Service Alert/SC Total:		146.80
UPP7789 - Upper San Gabriel Valley MWD		
320691	02/21/2025	
Inv 2/12-24		94.26
Inv So Pas-1.28.25		2,915.00
320691 Total:		3,009.26
UPP7789 - Upper San Gabriel Valley MWD Total:		3,009.26
VUL6601 - Vulcan Materials Company		
0	02/21/2025	
Inv 2598186		585.38
Inv 2598231		1,596.68
Inv 2599168		498.59
0 Total:		2,680.65

Check Number	Check Date	Amount
VUL6601 - Vulcan Materials Company Total:		2,680.65
WES4152 - West Coast Arborists, Inc.		
0	02/21/2025	
Inv 224437		19,170.00
Inv 224438		170.00
Inv 224439		15,150.00
0 Total:		34,490.00
WES4152 - West Coast Arborists, Inc. Total:		34,490.00
WEWW6710 - Western Water Works		
320695	02/21/2025	
Inv 1261517-00		20,865.48
320695 Total:		20,865.48
WEWW6710 - Western Water Works Total:		20,865.48
WLHD8020 - Westlake Hardware		
0	02/21/2025	
Inv 14305227		115.01
Inv 14305238		-24.65
Inv 14305264		3.30
Inv 14305270		39.86
Inv 14305291		279.89
Inv 14305295		222.42
Inv 14305334		83.70
Inv 14305338		176.29
Inv 14305348		340.73
Inv 14305349		-14.32
Inv 14305355		89.45
Inv 14305359		316.68
Inv 14305364		88.17
Inv 14305365		90.32
Inv 14305382		118.64
Inv 14305401		209.12
Inv 14305402		37.47
Inv 14305403		77.06
Inv 14305405		65.03
Inv 14305411		26.39
0 Total:		2,340.56
WLHD8020 - Westlake Hardware Total:		2,340.56
Total:		547,204.65

City of
SOUTH PASADENA

Online Payment Log			
Date	**Vendor**	**Amount**	**Description**
1/24/2025	Pitney Bowes	$2,000.00	Postage Meter Pre-Paid Funds (11/28/24-02/12/2025).
2/5/2025	So Cal Gas	$2,874.31	Online Payment for City Owned Natural Gas Accounts.
2/11/2025	So Cal Edison	$39,659.24	Online Payment for Various City Owned Electric Accounts.
Total:		***$44,533.55***	

Payroll

Payroll Summary Report

Payroll Date:	**01.31.2025**	**Regular**		
Checks			$	-
Direct Deposits			$	540,653.41
IRS Payments			$	107,927.71
EDD - State of CA			$	34,149.58
PERS Pension			$	140,418.02
Deferred Comp			$	32,000.36
PERS Health			$	-
		Subtotal:	**$**	**855,149.08**

Payroll Date:	**01.28.2025**	**Off-Cycle**		
Checks			$	2,572.24
Direct Deposits			$	-
IRS Payments			$	212.71
EDD - State of CA			$	-
PERS Pension			$	-
Deferred Comp			$	-
PERS Health			$	-
		Subtotal:	**$**	**2,784.95**

Grand Total:	**$**	**857,934.03**

CITY OF SOUTH PASADENA

320525

Attachment No. 6

Vendor Name: Wong, Daren
Check Date: 2/5/2025

Vendor Number: WON111

Check Amount: 23.18

Invoice Number	Date	Description	Amount
09/17/2024	1/14/2025	LIVESCAN TRAINING FOR OFFICER WONG 09/17/24	23.18

トレイのセット

Carga de bandejas
Lokeroiden täyttäminen
Carregar bandejas
Carrega de sacates

DO NOT CASH THIS CHECK UNLESS YOU SEE A TRUE WATERMARK-HOLD AT A LIGHT TO VIEW.

CITY OF SOUTH PASADENA
General Account
1414 Mission Street
South Pasadena, CA 91030
(626) 403-7254

WARNING
DO NOT CASH THIS CHECK UNLESS YOU SEE A TRUE WATERMARK ON FACE AND ON REVERSE SIDE. HOLD AT AN ANGLE TO VERIFY.

Bank of the West
1-800-488-2265

90-4284/1222

320525

Date	Amount
2/5/2025	23.18

Pay: TWENTY-THREE AND 18 / 100

To the order of:
Daren Wong

Void 02/12/2025.

Caricamento dei vassoi
Laden vullen
Ładowanie podajników
Tepsilere Ortam Yerleşirme

⑈320525⑈ ⑆122242843⑆ 041533088⑈

CITY OF SOUTH PASADENA

Vendor Name: Wong, Daren
Check Date: 2/5/2025

Vendor Number: WON111

320525

Check Amount: 23.18

Invoice Number	Date	Description	Amount
09/17/2024	1/14/2025	LIVESCAN TRAINING FOR OFFICER WON	23.18

Fächer laden
Fyld bakker
Ledge skuffer
装入纸匣

Charger les bacs
Plnění zásobníků
용지함 넣기
Fylla på fack

Load Trays
装入纸盘
Tálcák betöltése
Загрузка лотков

HP LaserJet P3010 Series Printer

Deluxe® | 1-800-888-6327
Ref No: G908900649

ENDORSE HERE

CHECK HERE FOR MOBILE OR REMOTE DEPOSIT ONLY

AT _____ DATE _____
NAME OF FINANCIAL INSTITUTION

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE
RESERVED FOR FINANCIAL INSTITUTION USE *

RS-12

The security features listed below, as well as those not listed, exceed industry guidelines.

Security Features:	Results of document alteration:
Authentic Watermark	• Authentic watermark not visible when held to light
Chemical Protection	• Stains or spots appear with chemical alteration
Erasure Protection	• White mark appears when erased
Security Screen	• Absence of "Original Document" verbiage on back of check

® Padlock design is a certification mark of the Check Payment Systems Association

Create Stop Payment Confirmation

Generated On: 2025-02-12 11:53 a.m. ET by WCASTRILLON

Enter Details 1 — Verify Details 2 — Complete 3

Your stop has been successfully created. Please print this page for your record.

Transaction Details

Stop Type	Stop Status	Reference Number
Single	Confirmed	20250212222632904

Account

41533688 - CITY OF SOUTH PASADENA OPERATING - USD

Check Number

320525

Payee	Amount
	23.18

Expiry Date

2027-02-12

Reason for Stop

Other

Term

24 Months

Accounts Payable

Void Check Proof List

User: hlin
Printed: 02/10/2025 - 1:43PM
Batch: 00001.02.2025 - VOID320525

Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: WON1111	Daren Wong									
Check No: 320525	Check Date: 02/05/2025									
	23.18	09/17/2024	01/14/2025	LIVESCAN TRAINING FOR OFFIC					No	0
101-4010-4011-8200-000										
Check Total:	23.18									
Vendor Total:	23.18									
Report Total:	23.18									

Accounts Payable

Void Check Distribution List

User: hlin
Printed: 2/10/2025 - 1:44 PM
Batch: 00001.02.2025 - VOID320525

	DR Amount	CR Amount	Acct Number	Description	Vendor
Section 1:101General Fund					
	23.18	0.00	101-0000-0000-1000-000	Cash & Cash Equivalents	
	0.00	23.18	101-4010-4011-8200-000	Training Expense	WON1111
Total for Section 1:101	23.18	23.18			
Grand Total:	23.18	23.18			

AP Workflow Requisition Form

Requested By

Department: POLICE

Date: 01/14/2025

Fiscal Year: 2024-2025

Payable To

Vendor: DAREN WONG

Address:

Purchase Order Information

PO #:

Contract End Date (if applicable):

☐ **Close PO**

Account #	Invoice #	Amount
101-4010-4011-8200-000		$ 23.18
	Total:	$ 23.18

City of South Pasadena
Police Department
Training Reimbursement Form

Request Date:	1/14/2025
Employee:	DAREN WONG
Course Description:	LIVESCAN
Course Location:	NORWALK
Course Dates:	9/17/2024
Is this POST Reimbursable?:	No
Will there be Lodging?:	No
Arrive prior to first day of conference:	No
Meals covered by event?:	No
County Training Occurred:	Los Angeles County

DO NOT SIGN IF THERE IS ANY ERROR MESSAGE BELOW:

					Amount
Course Tuition:					
Lodging & Meals:					
Mileage:	34.60	Miles x	0.67	$/Mile	$ 23.18
Parking:					
Airline Tickets:					-
Others Expenses:					-
				Total:	23.18

Calculations

101-4010-4011-8210-000 Post Reimbursable	101-4010-4011-8200-000 City Reimbursable	Non Reimbursable	Total
$ -		-	-
			$ -
$ -	23.18	-	$ 23.18
		-	-
-	-	-	-
-	-	-	-
$ -	$ 23.18	$ -	$ 23.18

RFP Total: ***$ 23.18***

D. Zeula — Training Coordinator Signature

1-14-25 — Date

Department Signature

Date

Google Maps

Work (1422 Mission St) to 12440 Imperial Hwy., Norwalk, CA 90650 — Drive 17.3 miles, 39 min

(34.6 total)

1422 Mission St
South Pasadena, CA 91030

Continue to Los Angeles

11 min (3.3 mi)

1. Head west on Mission St toward Exchange Ln

341 ft

2. Turn left onto Fremont Ave
   Pass by Jack in the Box (on the left in 2.7 mi)

2.7 mi

3. Use the right 2 lanes to turn right onto Valley Blvd

0.6 mi

Follow I-710 S and I-5 S to Imperial Hwy. in Norwalk. Take exit 122 from I-5 S

17 min (13.1 mi)

4. Use the left 2 lanes to turn left onto I-710 S (signs for Interstate 710 S/Long Beach)

4.0 mi

5. Use the left lane to take exit 18 for I-5 S toward Santa Ana

0.2 mi

6. Continue onto Exit 18

0.3 mi

7. Merge onto I-5 S

8.5 mi

8. Take exit 122 for Imperial Hwy toward Norwalk Blvd

0.2 mi

Continue on Imperial Hwy. to your destination

4 min (0.9 mi)

9. Use the left 2 lanes to turn left onto Imperial Hwy.
   Pass by Jack in the Box (on the right in 0.5 mi)

0.8 mi

10. Turn right

154 ft

11. Turn left
    Destination will be on the right

466 ft

12440 Imperial Hwy.
Norwalk, CA 90650

CAUTION: This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

LACRIS Training Confirmation

CBS Livescan Training

Hello Jeanette Zavala,

This eMail confirms Daren Wong, Emp ID [00000], from South Pasadena Police Department has been successfully registered for training with LACRIS.

Professional dress code strictly enforced.
Your student be turned away from training if they show up inappropriately dressed.

Training Information:
Registration ID: DAWO61E0AF
Class: CBS Livescan Training
Date: Tuesday, September 17, 2024
Time: 7:30 AM - 3:30 PM
Location: 12440 E Imperial Hwy 4th Floor West, Norwalk, CA 90650

Student Attire: **Uniform or Appropriate Business Casual Attire**
Appropriate business casual attire requires a collared shirt and dress slacks. No jeans or shorts
If you have any questions or encounter any problems, please contact LACRIS Training @ 562-345-4411

LACRIS Training

City Council Agenda Report

ITEM NO. 5

DATE: February 19, 2025

FROM: Sean Joyce, Interim City Manager

PREPARED BY: Roxanne Diaz, City Attorney

SUBJECT: **SECOND READING AND ADOPTION OF AN ORDINANCE OF THE CITY OF SOUTH PASADENA AMENDING ARTICLE III (CITY MANAGER) OF CHAPTER 2 (ADMINISTRATION) OF THE SOUTH PASADENA MUNICIPAL CODE TO DELETE OBSOLETE PROVISIONS RELATED TO THE CITY MANAGER POSITION AND MAKE AMENDMENTS THERETO**

Recommendation

Staff recommends that the City Council adopt the ordinance amending Article III (City Manger) of Chapter 2 (Administration) of the South Pasadena Municipal Code to delete obsolete provisions related to the City Manager position and make amendments thereto.

Background

At the February 5, 2025, City Council meeting, the City Attorney presented a clean-up ordinance related to the provisions in the South Pasadena Municipal Code regarding the office of the City Manager. Article III of Title 2 of the South Pasadena Municipal Code provides for the creation of the office of the City Manager and includes provisions governing City Manager residency, duties and removal. Several of these provisions are outdated and the City Attorney's office is recommending that several provisions be deleted and/or amended. The City Council introduced the ordinance at the February 5, 2025 meeting.

Analysis

The City Manager is a position that is directly hired by the City Council. In today's City Manager profession, City Managers are hired pursuant to a recruitment process and an employment agreement. The employment agreement contain provisions regarding the terms and conditions of their employment, including removal. The City's municipal code contains provisions that could be interpreted as contradicting the terms of an employment agreement and the ordinance make updates and deletions to Article III provisions in the Municipal Code. Specifically, that certain provisions be deleted such as the section regarding the removal of the City Manager, the provision that requires the City Manager to be a resident of the City as this violates state law and a minor clean-up to the provision regarding the appointment of an acting city manager if the City manager is absent or disabled.

Fiscal Impact

There is no fiscal impact in adopting this ordinance.

Attachment:
Attachment No. 1 - South Pasadena - Final Ordinance Updating Provisions Related to the City Manager

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING ARTICLE III (CITY MANAGER) OF CHAPTER 2 (ADMINISTRATION) OF THE SOUTH PASADENA MUNICIPAL CODE TO DELETE OBSOLETE PROVISIONS RELATED TO THE CITY MANAGER POSITION AND MAKE AMENDMENTS THERETO

THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 2.18-1 (Residence) of Article III (City Manager) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended in its entirety to read as follows:

"2.18-1 Residence.

Residence in the city at the time of appointment of a city manager shall not be required as a condition of the appointment."

SECTION 2. Section 2.18-4 (Acting City Manager) of Article III (City Manager) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended in its entirety to read as follows:

"2.18-4 Acting city manager.

The assistant city manager shall serve as manager pro tempore during any temporary absence or disability of the city manager. In the event there is no assistant city manager, the city manager, by filing a written notice with the city clerk, shall designate a qualified city employee to exercise the powers and perform the duties of city manager during the city manager's temporary absence or disability. In the event the city manager's absence or disability extends over a two week period, the City Council, may, after such two week period, appoint an acting city manager."

SECTION 3. Section 2.18-5 (Compensation) of Article III (City Manager) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended in its entirety to read as follows:

"2.18-5 Compensation.

The city manager shall receive such compensation as the city council shall from time to time determine."

SECTION 4. Section 2.18-8 (Removal procedure) of Article III (City Manager) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended to in its entirety to read as follows:

"2-18-8 Limitation on Removal.

A. The removal of the City Manager shall only be by a majority vote of the whole Council as then constituted. The city manager shall not be removed from office, other than for misconduct in office, during or within a period of ninety days succeeding any general or special municipal election at which a member of the city council is elected or when a new city council member is appointed. The purpose of this section is to allow any newly elected or appointed member of the city council or a reorganized city council to observe the actions and ability of the city manager in the performance of the powers and duties of the office."

SECTION 5. The City Council declares that should any provision, section, paragraph, sentence, or word of this Ordinance be rendered or declared invalid by any final court action in a court of competent jurisdiction, or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences and words of this Ordinance shall remain in full force and effect.

SECTION 6. 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 19th day of February, 2025.

_____
Janet Braun, Mayor

ATTEST:

_____
Mark Perez, Deputy City Clerk

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

City Council Agenda Report

ITEM NO. 6

DATE: February 19, 2025

FROM: Sean Joyce, Interim City Manager

PREPARED BY: Greg Lloyd, Fire Chief

SUBJECT: **CONSIDERATION OF A RESOLUTION DESIGNATING CERTAIN CITY OFFICIALS TO BE AUTHORIZED AGENTS TO EXECUTE APPLICATIONS AND DOCUMENTS ON BEHALF OF THE CITY FOR OBTAINING CERTAIN FEDERAL AND STATE DISASTER FINANCIAL ASSISTANCE**

Recommendation

It is recommended that the City Council adopt the resolution designating certain city officials to be the authorized agents to execute applications and documents on behalf of the City for obtaining certain Federal and State disaster financial assistance.

Executive Summary

Disasters such as fire, earthquake, flood, or other natural events could occur in the City of South Pasadena, and damage from such disaster may result in significant losses that exceed the capacity of local resources. In these cases, financial assistance from State and Federal sources can assist the City in recovery of lost and or damages incurred.

In order to obtain State and Federal funds, designated officials must be authorized to sign and execute applications and documents for the purpose of obtaining necessary financial assistance under Public Law 93-288 as amended by the Robert P. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

Typically, the designees are executive team members, who are employed by the City, such as the City Manager, Fire Chief, Police Chief, and Finance Director. Many of the actions involved in these processes are time sensitive. This is the reason that California's Office of Emergency Services (CAL OES) requests more than one designee be listed to act on behalf of the City.

Background

On January 7, 2025, a "Particularly Dangerous Situation" as defined by the National Weather Service (NWS) impacted the City of South Pasadena. Extreme winds, dry weather and dangerous fire conditions were experienced resulting in downed trees, power loss, fire (both the Eaton fire and the South Pasadena Teresa fire) and other damage to City property.

On January 15, 2025, the City of South Pasadena declared a local emergency which began the process for seeking reimbursement for losses incurred beginning the week of January 7th. During that time and related to the Eaton Fire and the wind events, a State and eventually a

Federal Disaster were declared for certain areas of Los Angeles County.

Analysis
As part of the reimbursement process, CAL OES needs to have a form on file to authorize certain individuals to act on behalf of the City with regard to processing documents related to the reimbursement of funds. This form is a resolution to be adopted by the City Council and is valid for a period of three years.

Based on current City Staff, the City Manager, Police Chief, and Fire Chief would meet the requirements to function as authorized agents for the City for the purposes of executing applications and documents related to disasters.

Fiscal Impact
None.

Attachment:
Attachment No. 1 - Disaster Resolution
Attachment No. 2 - Cal OES 130 Designation of Applicants Agent Resolution For Non State Agencies

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DESIGNATING CERTAIN CITY OFFICIALS AS AUTHORIZED TO EXECUTE APPLICATIONS AND DOCUMENTS FOR AND ON BEHALF OF THE CITY OF SOUTH PASADENA FOR THE PURPOSE OF OBTAINING FEDERAL FINANCIAL ASSISTANCE UNDER PUBLIC LAW 93-288 AS AMENDED BY THE ROBERT P. STAFFORD ACT OF 1988, OR STATE FINANCIAL ASSISTANCE UNDER THE DISASTER ASSISTANCE ACT.

The City Council of the City of South Pasadena, California (hereafter referred to as the "City Council") does resolve as follows:

WHEREAS, a disaster such as fire, earthquake, flood, or other natural disaster could occur in the City of South Pasadena, and

WHEREAS, damage from such disaster may result in significant losses and the need for financial assistance from state and federal sources, and

WHEREAS, designated officials must be authorized to sign and execute applications and documents for the purpose of obtaining necessary financial assistance under Public Law 93-288 as amended by the Robert P. Stafford Disaster Relief and Emergency Assistance Act of 1988, or state financial assistance under the Natural Disaster Assistance Act.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA FINDS, DETERMINES, ORDERS AND RESOLVES AS FOLLOWS:

SECTION 1. The City Manager, Police Chief, and Fire Chief are hereby authorized to execute for and in behalf of the City of South Pasadena, a public entity established under the laws of the State of California, this application and to file it in the Office of Emergency Services for the purpose of obtaining certain federal financial

assistance for any existing or future grant program, including, but not limited to the following.

- Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM), under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- Flood Mitigation Assistance Program (FMA), under Section 1366 of the National Flood Insurance Act of 1968.
- National Earthquake Hazards Reduction Program (NEHRP) 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- California Early Earthquake Warning (CEEW) under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

SECTION 2. The City of South Pasadena, a public entity established under the laws of the State of California, hereby authorizes its agent to provide to the State Office of Emergency Services for all matters pertaining to such disaster assistance the assurances and agreements required.

SECTION 3. This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.

PASSED, APPROVED AND ADOPTED this 19th day of February 2025.

_____
Janet Braun, Mayor

ATTEST:

_____
Mark Perez, Deputy City Clerk

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

State of California)
County of Los Angeles)
City of South Pasadena)

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 19th day of February, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Mark Perez, Deputy City Clerk

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES Cal OES ID No: _____
Cal OES 130

DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE City Council (Governing Body) OF THE City of South Pasadena (Name of Applicant)

THAT City Manager (Title of Authorized Agent), OR
Police Chief (Title of Authorized Agent), OR
Fire Chief (Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of South Pasadena (Name of Applicant), a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the City of South Pasadena (Name of Applicant), a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

☒ This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

☐ This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this 19th day of February, 2025

Janet Braun, Mayor / Sheila Rossi, Mayor Pro Tem
(Name and Title of Governing Body Representative)

Omari Fergusion, Councilmember / Jon Primuth Councilmember
(Name and Title of Governing Body Representative)

Michael Cacciotti, Councilmember
(Name and Title of Governing Body Representative)

CERTIFICATION

I, Mark Perez (Name), duly appointed and City Clerk (Title) of City of South Pasadena (Name of Applicant), do hereby certify that the above is a true and correct copy of a Resolution passed and approved by the City Council (Governing Body) of the City of South Pasadena (Name of Applicant) on the 19th day of February, 20___.

_____ (Signature)

City Clerk (Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.
Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. Titles Only: If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.

2. Names and Titles: If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.
Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.
Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification."

City Council Agenda Report

ITEM NO. 7

DATE: February 19, 2025

FROM: Sean Joyce, Interim City Manager

PREPARED BY: Roxanne Diaz, City Attorney

SUBJECT: **CONSIDERATION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DECLARING ITS INTENTION TO INITIATE AMENDMENTS TO SOUTH PASADENA MUNICIPAL CODE CHAPTER 36 (ZONING) TO CREATE A NEW CAMINO DEL CIELO OVERLAY ZONING DISTRICT AND A RELATED ZONING MAP AMENDMENT**

Recommendation

Staff recommends that the City Council adopt the Resolution declaring its intention to initiate amendments to South Pasadena Municipal Code Chapter 36 (Zoning) to create a new Camino Del Cielo Overlay Zoning District and a related zoning map amendment.

Background

South Pasadena Municipal Code Division 36.620 requires that an amendment of the City's Zoning Code and Zoning Map be initiated by resolution of either the City Council or Planning Commission or an applicant. As described below, the City Attorney is recommending that the City Council initiate this Zoning Code and Zoning Map amendment related to the consideration of a housing project on Camino de Cielo.

Analysis

On March 23, 2023, AIT Management, LLC (“Developer”) submitted a preliminary application pursuant to Government Code Section 65941.1 to the Community Development Department (“Department”) for a seven (7) unit townhome project, with two (2) units to be reserved for lower income households, on a vacant parcel on Camino del Cielo ("Property). Thereafter, on July 26, 2023 a formal application for a Hillside Development Permit application was submitted to the Department, proposing to construct six (6) townhouse units with two (2) units to be reserved for lower income households on the Property (“Project”). After the submittal of plans and other documents in response to the City’s incompleteness determination, on February 15, 2024, the City deemed the application incomplete.

The Developer appealed the City’s incompleteness determination and on June 5, 2024, the City Council considered the appeal, and adopted Resolution No. 7855 denying the appeal, finding that the Developer’s application remained incomplete, and concluding the Developer’s March 23, 2023, preliminary application had expired. The Developer, however, continued to contest the City’s determination regarding the Project application and asserted the protections of the Housing Accountability Act (“HAA”), Government Code Section 65589.5(d), colloquially referred to as the “Builders Remedy.” At that time, the City's 2021-2029 General Plan

Housing Element ("Housing Element") had been approved by the California Department of Housing and Community Development ("HCD") but not yet certified. It was not until July 29, 2024 that HCD found the City's Housing Element to be in substantial compliance with state housing element law.

The City and the Developer entered into a tolling agreement in order to continue discussions regarding the development of a smaller project than the Project the Developer proposed in its application. Subsequently, the City and Developer reached agreement to resolve the legal dispute between them regarding the application for the Project. The settlement agreement provides that the City will consider the adoption of an ordinance establishing an overlay zone and if adopted, apply the overlay zone to the Property. The proposed overlay zone will provide a ministerial process for consideration of a housing project that meets certain criteria set forth in the proposed ordinance. The criteria to be established will allow for the subdivision of the Property into two lots and will include specific development standards for the development of one single-family residence with an accessory dwelling unit on each of the two lots, with at least 20% of the total units developed to be sold or rented to lower income households, as defined in Government Code Section 50079.5.

Fiscal Impact
There is no fiscal impact in adopting this resolution. If adopted, staff and city attorney time will be spent to draft the ordinance and bring the ordinance forward to the Planning Commission and the City Council for their consideration.

Attachment:
Attachment No. 1 - South Pasadena Resolution Declaring the City's Intent to Initiate Amendments to Zoning Code (Camino del Cielo)

RESOLUTION NO. ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DECLARING ITS INTENTION TO INITIATE AMENDMENTS TO SOUTH PASADENA MUNICIPAL CODE CHAPTER 36 (ZONING) TO CREATE A NEW CAMINO DEL CIELO OVERLAY ZONING DISTRICT AND A RELATED ZONING MAP AMENDMENT

WHEREAS, on March 23, 2023, AIT Management, LLC ("Developer") submitted a preliminary application pursuant to Government Code Section 65941.1 to the Community Development Department ("Department") for a seven (7) unit townhome project, with two (2) units to be reserved for lower income households, on a vacant parcel on Camino del Cielo, South Pasadena, which is also known as assessor's parcel number 511-009-057 ("Property");

WHEREAS, on July 26, 2023 a formal application for a Hillside Development Permit application was submitted to the Department, proposing to construct six (6) townhouse units with two (2) units to be reserved for lower income households on the Property ("Project");

WHEREAS, after the submittal of plans and other documents in response to the City's incompleteness determination, on February 15, 2024, the City deemed the application incomplete;

WHEREAS, the Developer appealed the City's incompleteness determination and on June 5, 2024, the City Council considered the appeal, and adopted Resolution No. 7855 denying the appeal, finding that the Developer's application remained incomplete, and concluding the Developer's March 23, 2023, preliminary application had expired;

WHEREAS, the California Department of Housing and Community Development found the City's 2021-2029 General Plan Housing Element to be in substantial compliance with state housing element law on July 29, 2024;

WHEREAS, the Developer contested the City's determination regarding the Project application and asserted the protections of the Housing Accountability Act ("HAA"), Government Code Section 65589.5(d), colloquially referred to as the "Builders Remedy;"

WHEREAS, the Developer and the City entered into a tolling agreement and subsequently a settlement agreement to resolve the legal dispute between the parties regarding the application for the Project;

WHEREAS, the settlement agreement provides that the City will consider the adoption of an ordinance establishing an overlay zone in the City and applying the overlay zone to the Property, which overlay zone will provide a ministerial process for consideration of a housing project that meets certain criteria set forth in the proposed ordinance;

WHEREAS, such criteria will allow for the subdivision of the Property into two lots and will include specific development standards for the development of one single-family residence with an accessory dwelling unit on each of the two lots, with at least 20% of the total units developed to be sold or rented to lower income households, as defined in Government Code Section 50079.5;

WHEREAS, the South Pasadena Municipal Code Division 36.620 (Amendments) requires that amendments to the Zoning Code and Zoning Map be initiated either by application or by resolution of either the City Council or the Planning Commission; and

WHEREAS, the City Council desires to initiate amendments to the Zoning Code and Map as set forth herein;

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

Section 1. All facts set forth in the recitals of this Resolution are true and correct and incorporated herein as if set forth in full.

Section 2. Pursuant to South Pasadena Municipal Code Section 36.620.030.A.1.a, the City Council does hereby declare its intention to initiate amendments the Zoning Code and the Zoning Map in the manner described in the Recitals set forth in this Resolution.

Section 3. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 19th day of February 2025.

_____
Janet Braun, Mayor

ATTEST:

_____
Mark Perez, Deputy City Clerk

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

I, Mark Perez, Deputy City Clerk of the City of South Pasadena, do hereby certify the foregoing Resolution No. _____ was duly passed and adopted by the City Council of the City of South Pasadena, at a regular adjourned meeting held on the 19th day of February, 2025, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Mark Perez, Deputy City Clerk

City Council Agenda Report

ITEM NO. 8

DATE: February 19, 2025

FROM: Sean Joyce, Interim City Manager

PREPARED BY: H. Ted Gerber, Public Works Director
Phillip Tran, Public Works Management Analyst

SUBJECT: **SECOND READING AND ADOPTION OF AN ORDINANCE OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 2 OF THE SOUTH PASADENA MUNICIPAL CODE TO CONSOLIDATE THE MOBILITY AND TRANSPORTATION INFRASTRUCTURE COMMISSION AND PUBLIC WORKS COMMISSION INTO THE NEWLY FORMED PUBLIC WORKS INFRASTRUCTURE COMMISSION**

Recommendation

It is recommended that the City Council consider adoption of an ordinance consolidating the Mobility and Transportation Infrastructure Commission and Public Works Commission into one commission, the new Public Works Infrastructure Commission.

Executive Summary

This ordinance dissolves the Mobility and Transportation Infrastructure Commission and Public Works Commission, and creates a new commission in its place, named the Public Works Infrastructure Commission, which will consist of the existing active members of the prior Commissions.

Background

In 2022, the City Manager's Office conducted an in-depth review of all City Commissions, Ad Hoc Committees, and City Council subcommittees aimed at enhancing their operational effectiveness and efficiency. At that time, the structure included fourteen (14) Commissions, nine (9) Ad Hoc Committees, and two (2) Steering Committees. Following a thorough evaluation of these findings, the City Council initiated a reduction in the number of Commissions from fourteen (14) to eleven (11) and resolved to dissolve those Ad Hoc Committees that had completed their intended objectives. In a move to further refine these efforts, members of the Council proposed revisiting this topic for additional refinement and efficiency improvements during the City Council meeting on February 7, 2024. Subsequently, on May 1, 2024, the City Council discussed this matter extensively and directed the staff to engage more deeply with Commissioners, review the Commission Work Plans for 2024-2025, gather further insights from staff liaisons, and consider practices from comparable agencies.
At the June 18, 2024 City Council meeting, staff presented a comprehensive citywide commission analysis to the City Council. The analysis presented data on the number of commissions and committees including frequency of meetings, workload for staff, commissioner time investment, and provided established and best practices from other

municipalities, while suggesting opportunities for efficiencies. At the December 18, 2024 Council Meeting, the City Council directed Public Works staff to prepare an amendment to the South Pasadena Municipal Code (SPMC) to consolidate the Mobility and Transportation Infrastructure Commission (MTIC) and Public Works Commission (PWC) into one commission by ordinance (Attachment). Lastly, at the February 5, 2025 City Council meeting, this ordinance was introduced with the first reading. The City Council waived the full reading of the ordinance and requested the City Attorney to read the title of the ordinance.

Analysis

The new Commission will be comprised of 7 members. The newly formed PWIC will include the elements and scopes of responsibility of both the MTIC and the PWC, including the body's advisement to the City Council on: Policy matters related to infrastructure including water, sewer, stormwater, power, transportation, streets, sidewalks, buildings, parks, and city facilities and properties; Transportation mobility policy matters including traffic management plans, transit, multimodal transportation and active transportation, evolving transportation and mobility technologies, parking management, and regional transportation matters; Federal, state, regional and local infrastructure funding and planning; Utility management including water, sewer, power, and stormwater; and Providing input on infrastructure policies and plans such as the City's capital improvement program, and public works comprehensive planning documents, such as those related to water, sewer, stormwater, power, transportation, streets, sidewalks, buildings, parks, and city facilities and properties. The PWIC shall also serve as a forum for community input on public works and infrastructure topics. As set forth in the ordinance, the PWIC will be made up of the five members of the former MTIC that are in existence as of February 19, 2025. Former MTIC commissioners' appointments shall continue their service with the same term they previously held on MTIC, and this shall not be considered a new appointment for those Commissioners. In order to provide continuity for the newly created Commission, as well as provide a sense of institutional knowledge to assist in the transition of now consolidated responsibilities, former members of the PWC that are in existence as of February 4, 2025, and whose terms have not expired as of December 31, 2024 will be placed on the PWIC for a temporary period of time. Accordingly, until December 31, 2025, the PWIC shall be comprised of 9 members. Former PWC Commissioners will need to follow the procedure as outlined in the Ordinance to pursue reappointment, with City staff's assistance. On January 1, 2026, the PWIC shall automatically revert back to a body of seven (7) members. Any future appointments to the Commission shall be made pursuant to South Pasadena Municipal Code Section 2.23.

Fiscal Impact

A cost savings of staff overtime is expected with the proposed MTIC and PWC consolidation, where the number of evening meetings will be reduced by six (6) sessions per year.

Commission Review and Recommendation

The potential consolidation of the PWC and the MTIC, as directed by the City Council, has been shared with the Commissions, though no request for review has been made.

Public Notification

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website.

Attachment:
Attachment No. 1 - MTIC & PWC Consolidation Ordinance

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DELETING ARTICLE IVD (MOBILITY AND TRANSPORTATION INFRASTRUCTURE COMMISSION), AND ARTICLE IVK (PUBLIC WORKS COMMISSION) OF CHAPTER 2 (ADMINISTRATION) OF THE SOUTH PASADENA MUNICIPAL CODE AND ADDING A NEW ARTICLE IVD TO CHAPTER 2 (ADMINISTRATION) ESTABLISHING THE PUBLIC WORKS INFRASTRUCTURE COMMISSION AND AMENDING OTHER PROVISIONS OF CHAPTER 2 (ADMINISTRATION) TO ENSURE CONSISTENCY

WHEREAS, as of January 2025, the City of South Pasadena has eleven Boards and Commissions as set forth in the South Pasadena Municipal Code;

WHEREAS, the City Council has reviewed the on the subject of Commission consolidation at various public meetings, including but not limited to the City Council meetings on February 23, 2022, April 6, 2022, May 1, 2024, June 18, 2024, and December 18, 2024;

WHEREAS, an analysis on the City's boards and commissions was previously provided to the City Council, including the number of boards and commissions, frequency of meetings, staff workload related to such, commissioner time investment, and best practices from other municipalities;

WHEREAS, on December 18, 2024, the City Council provided direction to City staff to draft an ordinance to consolidate the Mobility and Transportation Infrastructure Commission and the Public Works Commission and creates a new seven-member commission to be named the "Public Works Infrastructure Commission";

WHEREAS, the proposed Public Works Infrastructure Commission will have combined scopes of responsibility from both the Mobility and Transportation Infrastructure Commission and the Public Works Commission.

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

SECTION 1. Section 2.30 (Quorum) of Article IV (Boards and Commissions) of Chapter 2 (Administration) of the South Pasadena Municipal Code is hereby amended to read as follows:

"2.30 Quorum.

With the exception of the public works infrastructure commission, the public safety commission, the community services commission, and the natural

resources and environmental commission, three members of any board or commission shall constitute a quorum. In the event that vacancies exist on a five-member body, three members must be in attendance to achieve a quorum and in the case of a seven-member body, four members must be in attendance to achieve a quorum. Four members shall constitute a quorum for the public works infrastructure commission, public safety commission, the community services commission, and the natural resources and environmental commission."

SECTION 2. Article IVD (Mobility and Transportation Infrastructure Commission) and Article IVK (Public Works Commission) of the South Pasadena Municipal Code are hereby deleted in their entirety.

SECTION 3. A new Article IVD (Public Works Infrastructure Commission) is hereby added to Chapter 2 (Administration) of the South Pasadena Municipal Code to read as follows:

"ARTICLE IVD. PUBLIC WORKS INFRASTRUCTURE COMMISSION

2.47-1 Creation.

There is hereby created a seven-member public works infrastructure commission.

2.47-2 Responsibilities.

It shall be the responsibility of the public works infrastructure commission to serve in an advisory capacity to the city council on the following:

(a) Policy matters related to infrastructure including water, sewer, stormwater, power, transportation, streets, sidewalks, buildings, parks, and city facilities and properties;

(b) Transportation mobility policy matters including traffic management plans, transit, multimodal transportation and active transportation, evolving transportation and mobility technologies, parking management, and regional transportation matters;

(c) Federal, state, regional and local infrastructure funding and planning;

(d) Utility management including water, sewer, power, and stormwater;

(e) Providing input on infrastructure policies and plans such as the City's capital improvement program, and public works comprehensive planning documents, such as those related to water, sewer, stormwater, power, transportation, streets, sidewalks, buildings, parks, and city facilities and properties.

The public works infrastructure commission shall also serve as a forum for community input on public works infrastructure topics.

2.47-3 Limitations.

The public works infrastructure commission may discharge its responsibilities in the manner and means selected by it, except as follows:

(a) Unless expressly authorized to do so by the city council, it shall not represent itself to be, nor in any way act for or on behalf of, the city council, nor shall it have authority to commit the officers, employees or staff of the city in any manner to any course of action. To the contrary, it shall act as a study center and clearinghouse for advisory action to the city council; and

(b) It shall not encroach upon any area preempted by state or federal law; and

(c) It shall forward all of its findings and recommendations to the city manager and the city council.

2.47-4 Composition of members.

All members shall have an expressed interest in and knowledge of public works projects and programs, methods and procedures, policies, or infrastructure. The city shall make a concerted effort to recruit at least one registered civil engineer and one registered traffic engineer, both with active licenses, and professionals with expertise in other areas such as traffic engineering, structural engineering, architecture, landscape architecture, water, stormwater, sewers, mobility planning, transportation infrastructure, contracting or construction, construction law, or construction management and inspection.

2.47-5 Meetings.

The public works infrastructure commission shall hold up to one regular meeting each month and may call special meetings as provided in Government Code section 54956."

SECTION 4. Uncodified Section Related to the Initial Composition of the Public Works Infrastructure Commission.

A. Notwithstanding the provisions of Section 2.23, 2.25, 2.26 and 2.47-1 of the South Pasadena Municipal Code, the initial composition of the public works infrastructure commission shall be as follows:

1. The five members of the former mobility and transportation infrastructure commission ("MTIC") that are in existence as of February 19, 2025, are automatically appointed to the public works infrastructure commission as of the date the ordinance establishing the public works infrastructure commission becomes effective ("Former MTIC Commissioners"). No additional action by the Mayor or City Council is required.

2. Appointment of the Former MTIC Commissioners to the public works infrastructure commission as described herein, shall not be considered a new appointment to a new commission. Rather, the Former MTIC Commissioners shall continue their service with the same term they previously held on MTIC. For example, if a member was appointed to MTIC for a partial term expiring on December 31, 2025, their term on the public works infrastructure commission shall be the same as their term on MTIC and will expire on December 31, 2025. Similarly, if a member was appointed to MTIC for a full term of three years expiring on December 31, 2027, their term on the public works infrastructure commission shall be the same as their term on MTIC and will expire on December 31, 2027.

3. For purposes of the provisions set forth in Article IV of Chapter 2, which provide that a commissioner's service shall not exceed six consecutive years on one commission, service by the Former MTIC Commissioners both on MTIC and the public works infrastructure commission shall be considered one commission. If consecutive service on MTIC and the public works infrastructure commission equals six years, that commissioner is not eligible for reappointment to the public works infrastructure commission.

4. After the date the ordinance establishing the public works infrastructure commission becomes effective, appointments to any vacancy on the public works infrastructure commission shall be made by the Mayor pursuant to South Pasadena Municipal Code Section 2.23 and in compliance with the relevant provisions of Article IV of Chapter 2 of the South Pasadena Municipal Code.

B. The creation of the public works infrastructure commission is a consolidation of MTIC and the former public works commission. In order to provide continuity for the newly created commission as well as provide a sense of institutional knowledge to assist in the transition of now consolidated responsibilities, the City Council desires that former members of the public works commission that are in existence as of February 4, 2025 and whose terms have not expired as of December 31, 2024 ("Former PW Commissioners"), be placed on the public works infrastructure commission for a temporary period of time. Accordingly, until December 31, 2025, the public works infrastructure commission shall be comprised of 9 members. The process for the appointment of the Former PW Commissioners and the conditions of their temporary appointment is as follows:

1. The Former PW Commissioners must submit an email to the Director of Public Works by March 1, 2025 requesting to be placed on the public works infrastructure commission. If an email is received, the Director of Public Works shall forward that email to the Mayor and the City Clerk's office. If an email is not received from a Former PW Commissioner by March 1, 2025, they are not eligible for appointment to the public works infrastructure commission. A Former PW Commissioner whose term expired on December 31, 2024 is not eligible to be appointed to the public works infrastructure commission under this paragraph B notwithstanding South Pasadena

Municipal Code Section 2.26, which provides that a commissioner whose term has expired can continue until their respective successor is appointed.

2. After the date of the ordinance establishing the public works infrastructure commission becomes effective, the Mayor shall make the appointment of the Former PW Commissioners requesting appointment pursuant to South Pasadena Municipal Code Section 2.23.

3. If so appointed, the term of any Former PW Commissioner to the public works infrastructure commission shall expire on December 31, 2025. The Former PW Commissioner shall not be eligible for reappointment to the public works infrastructure commission following the end of their temporary term on December 31, 2025.

4. If a Former PW Commissioner did not submit an email to the Director of Public Works requesting appointment as provided for herein, the Mayor has the discretion to appoint any resident to fill the position of the Former PW Commissioner on the public works infrastructure commission for the temporary term expiring December 31, 2025. In such case, this appointee is eligible for reappointment to the public works infrastructure commission after the expiration of their temporary term in the manner set forth in South Pasadena Municipal Code Section 2.23 and will be subject to the relevant provisions of Article IV of Chapter 2. Under no circumstances, shall this appointee serve more than six consecutive years on the infrastructure commission.

5. On January 1, 2026, the public works infrastructure commission shall revert back to a body of seven members. Any future appointments to the commission shall be made pursuant to South Pasadena Municipal Code Section 2.23.

SECTION 5. The City Council declares that should any provision, section, paragraph, sentence, or word of this Ordinance be rendered or declared invalid by any final court action in a court of competent jurisdiction, or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences and words of this Ordinance shall remain in full force and effect.

SECTION 6. 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 19th day of February, 2025.

_____
Janet Braun, Mayor

ATTEST:

_____
Mark Perez, Deputy City Clerk

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

CERTIFICATION OF ORDINANCE

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

I, Mark Perez, Deputy 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 19th day of February, 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, Deputy City Clerk

City Council Agenda Report

ITEM NO. 9

DATE: February 19, 2025

FROM: Sean Joyce, Interim City Manager

PREPARED BY: Greg Lloyd, Fire Chief

SUBJECT: **PUBLIC HEARING TO RECEIVE OBJECTIONS OR PROTESTS TO THE VEGETATION MANAGEMENT PROGRAM REGARDING THE ABATEMENT OF WEEDS, BRUSH, RUBBISH AND REFUSE UPON OR IN FRONT OF SPECIFIED PROPERTY IN THE CITY AND AUTHORIZING BY MINUTE ORDER THE ABATEMENT OF HAZARDOUS VEGETATION**

Recommendation

It is recommended that the City Council, after holding a Public Hearing and receiving public testimony and hearing any objections or protests to the procedures for abating brush and native vegetation fire hazards identified in Resolution No. 7891, adopt by motion an order directing the abatement of hazardous vegetation.

Executive Summary

Approximately one-quarter of the City of South Pasadena (City) is identified in the City's Municipal Code, Chapter 14, as a "high-risk fire area." The high-risk area is defined as those properties located South of Monterey Road, extending to the City border, and West of Meridian Avenue, extending to the City border. To help mitigate the fire hazard associated with this flammable vegetation, the City contracts with the County of Los Angeles Agricultural Commissioner/Weights and Measures Office (Agricultural Commissioner or County) to provide vegetation management services. The City has participated in this program since 2011.

Background

The vegetation management program offered through the County of Los Angeles is available to all 88 cities in the county. The City has participated in this program since 2011. The program is an efficient and effective method to mitigate fire hazards associated with the annual growth of grass, brush and native vegetation. Fire Department staff works closely with the County to respond to questions from homeowners relating to brush clearance and hazard abatement procedures.

Annually, the Agricultural Commissioner provides brush clearance and vegetation management services within the City. The vegetation management program inspects unimproved and designated private properties within the City.

Deputy Director/Bureau Chief Adrian Zavala of the Agricultural Commissioner's Office sent notice to the owners of each of the affected properties on or before February 1, 2025, advising them of the need to maintain parcels free from hazardous vegetation. On February 5, 2025,

the City Council Adopted Resolution No. 7891 designating the County as the proper party to give notice to destroy seasonal and recurrent weeds, deemed to be a fire hazard(s).

The County identified 87 properties in the City that required inspection and or clearance of hazardous vegetation. Property owners had the option of clearing their respective properties and if not, the County would abate the hazardous vegetation, and the cost would constitute a special assessment against their property.

Analysis
On an annual basis, the County of Los Angeles Agricultural Commissioner/Weights and Measures provides brush clearance and vegetation management services within the City. The vegetation management program inspects unimproved and designated properties within the City. Property owners that are identified in the resolution are sent annual weed abatement notices advising them of the requirement to maintain their parcels in a fire safe condition. If the property owners elect not to abate brush and native vegetation fire hazards, the County of Los Angeles facilitates the hazard abatement and assesses fees to recover costs. The 2025 Los Angeles County declaration list identified 87 properties within the City that require an inspection and or clearance of hazardous vegetation.

Fiscal Impact
The City incurs no financial liability for the inspection or abatement of the brush and vegetation on the designated private properties. Property owners who elect not to abate vegetation fire hazards are assessed fees through the County of Los Angeles for inspection and abatement costs. Reference is hereby made to Resolution No. 7891 for further particulars.

Key Performance Indicators and Strategic Plan
This item is in line with the Fire Department's Key Performance Indicator to complete 100% of brush inspections annually, as identified in the Fiscal Year 2024-2025 Budget. In addition, this item addresses section 3(e) of the Adopted 2021-2026 Strategic Plan, which identifies controlling/mitigating hazardous vegetation in the City's high hazard brush area.

Public Notification
On or before February 1, 2025, the County of Los Angeles Agricultural Commissioner's Office sent out annual weed abatement notices to property owners of the properties identified in Resolution No. 7891 advising them of the Public Hearing and providing them the opportunity to be heard at the City Council meeting on February 19, 2025.

On February 5, 2025, a public hearing notice was published in the local paper providing the opportunity for the community to be heard at the City Council meeting on February 19, 2025.

Attachment:
Attachment No. 1 - Resolution No. 7891
Attachment No. 2 - City of South Pasadena 2025 Declared Parcel Key of F
Attachment No. 3 - South Pasadena Letter 2025

RESOLUTION NO. 7891

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA DECLARING THAT WEEDS, BRUSH, RUBBISH AND REFUSE UPON OR IN FRONT OF SPECIFIED PROPERTY IN THE CITY ARE A SEASONAL AND RECURRENT PUBLIC NUISANCE AND DECLARING ITS INTENTION TO PROVIDE FOR THE ABATEMENT THEREOF

WHEREAS, On March 17, 2021, the South Pasadena City Council approved a five-year contract with the Los Angeles County Agriculture Commissioner's Office to provide hazardous vegetation management services within the City of South Pasadena (City); and

WHEREAS, the City is located in the County of Los Angeles, and is subject to long periods of dry, hot, and windy climates, which increase the chance of a fire occurring and predispose the City to large destructive fires. These dry climatic conditions and winds contribute to the rapid spread of even small fires originating in moderate density housing or vegetation.

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

SECTION 1. That the weeds, brush, or rubbish growing or existing upon the streets, sidewalks, or private property in the City attain such large growth as to become, when dry, a fire menace to adjacent improved property, or which are otherwise noxious, dangerous, or a public nuisance.

SECTION 2. That the presence of dry grass, stubble, refuse, or other flammable materials are conditions that endanger the public safety by creating a fire hazard.

SECTION 3. That by reason of the foregoing fact, the weeds, brush, rubbish, dry grass, stubble, refuse, or other flammable material growing or existing upon the private property hereinafter described, and upon the streets and sidewalks in front of said property, constitute a seasonal and recurrent public nuisance and should be abated as such.

SECTION 4. That the private property, together with streets and sidewalks in front of same herein referred to, is more particularly described as follows, to wit: That certain property described in the attached list hereto as "Exhibit A," and by this reference made a part hereof as though set forth in full at this point.

SECTION 5. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

NOTICE TO DESTROY WEEDS, REMOVE BRUSH, RUBBISH AND REFUSE

Notice is hereby given that on February 5, 2025, the City Council of the City of South Pasadena passed or will pass a resolution declaring noxious or dangerous vegetation including weeds, brush, tumbleweeds, sagebrush, and chaparral or rubbish refuse were growing or occurring upon or in front of said property on certain streets in said city or unincorporated area of the County of Los Angeles, and more particularly described in the resolution, and that they constitute a fire hazard or public nuisance which must be abated by the removal of said noxious or dangerous vegetation, rubbish and refuse, otherwise they may be removed and the nuisance abated by County authorities and the cost of removal assessed upon the land from or in front of which the noxious or dangerous vegetation, rubbish and refuse are removed, and such cost will constitute a special assessment against such lots or lands. Reference is hereby made to said resolution for further particulars. In addition, the Board of Supervisors authorized and directed the Agricultural Commissioner to recover its costs of details. All property owners having any objections to the proposed removal of noxious or dangerous vegetation, rubbish and refuse and the recovery of inspection costs, are hereby notified that they may attend a Public Hearing of the City Council of said city to be held at 1424 Mission Street, South Pasadena, CA 91030, in the Council Chamber on February 19, 2025, at 7:00 p.m., where their objections will be heard and given due consideration. If the property owner does not want to present objections to the proposed removal of the noxious or dangerous vegetation including weeds, brush, tumbleweeds, sagebrush, and chaparral or rubbish and refuse, or the recovery of inspection costs, the owner need not appear at the above-mentioned hearings.

Mark Perez, Deputy City Clerk

BE IT THEREFORE RESOLVED THAT the Agricultural Commissioner is hereby authorized and directed to recover its costs of inspection of the properties hereinabove described in a manner consistent with prior action of the Board adopting a fee schedule for such inspections. The recovery of these costs is vital to the ongoing operation governing the identification and abatement of those properties that constitute a seasonal and recurrent public nuisance and endanger the public safety.

BE IT FURTHER RESOLVED THAT the 19th day of February, 2025, at the hour of 7:00 p.m. of said day, is the day and hour, and the meeting room of the City Council of the City of South Pasadena is fixed by this City Council as the place when and where any and all property owners having any objections to the aforesaid proposed removal of weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material may appear before the City Council and show cause why said weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material should not be removed in accordance with this resolution, and said objections will then and there be heard and given due consideration.

BE IT RESOLVED THAT the notices to destroy weeds, brush, rubbish, dry grass, stubble, refuse or other flammable material hereinbefore referred to shall be mailed by said Agricultural Commissioner/Director of Weights and Measures at least ten days prior to February 19, 2025.

PASSED, APPROVED AND ADOPTED ON this 5th day of February 2025.

Janet Braun, Mayor

ATTEST:

Mark Perez, Deputy 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 5th day of February 2025, by the following vote:

AYES: Cacciotti, Ferguson, Rossi, Mayor Braun

NOES: None.

ABSENT: Primuth

ABSTAINED: None.

Mark Perez, Deputy City Clerk

2025
LOS ANGELES COUNTY
DECLARATION LIST
CITY OF SOUTH PASADENA
KEY OF F, CITY CODE 654 (UNIMPROVED)

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5308 002 064		L S AND E ASSOCIATES	PO BOX 15281	LOS ANGELES CA	90015
5308 002 070		LEVY,SAMUEL S	PO BOX 15281	LOS ANGELES CA	90015
5308 002 072		S AND E ASSOCIATES	PO BOX 556537	LOS ANGELES CA	90055
5308 020 027		WINTER,ERIC	PO BOX 3702	SOUTH PASADENA CA	91031
5308 021 001		WINTER,ERIC	PO BOX 3702	SOUTH PASADENA CA	91031
5308 022 002		BROSMAN,NICOLE TR	353 MONTEREY RD	SOUTH PASADENA CA	91030
5308 022 003		LIU,ANNIE AND PHI,HONG THAI	3360 FOOTHILL BLVD UNIT 405	PASADENA CA	91107
5308 022 004		KWONG DEVELOPMENT INC	1743 CAMINO LINDO	SOUTH PASADENA CA	91030
5308 023 007		JAMJOOM,TALAL M	3 SHERIDAN SQ APT 2M	NEW YORK NY	10014
5308 023 015		YELDING SLOAN,JOHN E TR	227 GOUGH ST	SAN FRANCISCO CA	94102
5308 024 017		IMBUS,CHARLES E TR	1074 GLEN OAKS BLVD	PASADENA CA	91105
5308 024 034	1903 HANSCOM DR	NARINYAN, ARMAN	1128 N. HOWARD ST	GLENDALE, CA	91207
5308 025 027		CHU,WILLIAM	1825 HANSCOM DR	SOUTH PASADENA CA	91030
5308 027 007		HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 008		HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 016		HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 017		HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 018		HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 019		HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 027 020		HILL DR PROPERTIES LLC	3743 MENTONE AVE UNIT 6	LOS ANGELES CA	90034
5308 031 001		TARMASAL INC	950 HUNTINGTON DR	SAN MARINO CA	91108

DATE: 01/02/2025

2025
LOS ANGELES COUNTY
DECLARATION LIST
CITY OF SOUTH PASADENA
KEY OF F, CITY CODE 654 (UNIMPROVED)

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5308 031 039		JAMJOOM,TALAL M	3 SHERIDAN SQ APT 2M	NEW YORK NY	10014
5308 031 040		JAMJOOM,TALAL M	3 SHERIDAN SQ APT 2M	NEW YORK NY	10014
5308 031 041		JAMJOOM,TALAL M	3 SHERIDAN SQ APT 2M	NEW YORK NY	10014
5308 031 042		WANG,KEN	147 PALATINE DR	ALHAMBRA CA	91801
5308 031 053		YAO,CAROLINE AND SADLER, SCOTT	156 PETERSON AVE	SOUTH PASADENA CA	91030
5308 031 054		YAO,CAROLINE AND SADLER, SCOTT	156 PETERSON AVE	SOUTH PASADENA CA	91030
5308 031 055		YAO,CAROLINE AND SADLER, SCOTT	156 PETERSON AVE	SOUTH PASADENA CA	91030
5308 031 058		YAO,CAROLINE AND SADLER,SCOTT	156 PETERSON AVE	SOUTH PASADENA CA	91030
5308 032 006		LEUNG,ERIC W AND NANCY X	4641 S HUNTINGTON DR	LOS ANGELES CA	90032
5308 032 009		DUNAWAY,CAM T TR	710 FAIRVIEW AVE	SOUTH PASADENA CA	91030
5308 032 012		YANG,ABRAHAM CSTDN	12012 LOWER AZUSA RD	EL MONTE CA	91732
5308 032 044		TRAN, KATHERINE	423 CAMBRIDGE DR	ARCADIA, CA	91007
5308 032 045		TRAN, KATHERINE	423 CAMBRIDGE DR	ARCADIA, CA	91007
5308 034 004		REDIRECT MARKETING GROUP INC	45 E UNION ST	PASADENA CA	91103
5310 021 009		TARMASAL INC	950 HUNTINGTON DR	SAN MARINO CA	91108
5310 022 013		KAROGLU,VARUJAN	3398 HEATHER FIELD DR	HACIENDA HEIGHTS CA	91745
5310 026 010		ZHUANG,YAN	298 W HIGHLAND AVE	SIERRA MADRE CA	91024
5310 026 011		ZHUANG,JINRU	298 W HIGHLAND AVE	SIERRA MADRE CA	91024
5311 001 018	5 PASADENA AVE	99 PASADENA AVE LLC	538 MISSION ST	SOUTH PASADENA CA	91030
5311 007 019		FRANCO,LUCIO AND OLIVIA	810 ROLLIN ST	SOUTH PASADENA CA	91030
5311 008 033		KIM,JOSEPH W	420 S SAN PEDRO ST APT 208	LOS ANGELES CA	90013

DATE: 01/02/2025

2025
LOS ANGELES COUNTY
DECLARATION LIST
CITY OF SOUTH PASADENA
KEY OF F, CITY CODE 654 (UNIMPROVED)

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5311 008 039		RETINO,CLAIROSE B	20045 E SKYLINE DR	WALNUT CA	91789
5311 009 055		WILLIAMSON,KATHLEEN D TR	PO BOX 686	SOUTH PASADENA CA	91031
5311 009 056		WILMS,NANCY M AND ROBERT S	1457 OAKCREST AVE	SOUTH PASADENA CA	91030
5311 009 057		AIT MANAGEMENT LLC	330 GODDARD	IRVINE CA	92618
5311 009 058		KWOK,GEORGE AND	300 CAMINO DEL CIELO	SOUTH PASADENA CA	91030
5311 010 010		MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 012		MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 015		MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 027		CASEBEER,PAUL	259 MONTEREY RD	SOUTH PASADENA CA	91030
5311 010 028		MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 029		MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 010 030		MPPA LP	2211 S HACIENDA BLVD UNIT 110	HACIENDA HEIGHTS CA	91745
5311 014 042		LI,DAVID S	1441 LAKE SHORE AVE	LOS ANGELES CA	90026
5311 014 043		NEGRETE,TONY CO TR	1507 INDIANA AVE	SOUTH PASADENA CA	91030
5311 014 048		QUARESMA,DIANE H TR	260 W RUMBLE RD UNIT A	MODESTO CA	95350
5311 015 005		HOFF,DAVID C	20534 SAN GABRIEL VALLEY DR	WALNUT CA	91789
5311 015 006		HOFF,DAVID C	20534 SAN GABRIEL VALLEY DR	WALNUT CA	91789
5311 015 022		ST ALBANT LLC	2396 SCENIC RIDGE DR	CHINO HILLS CA	91709
5311 015 023		ST ALBANT LLC	2396 SCENIC RIDGE DR	CHINO HILLS CA	91709
5311 017 020		CASSENAER,STIJN AND PAPADOPOULOU, MARIA	1107 E HOWARD ST	PASADENA CA	91104

2025
LOS ANGELES COUNTY
DECLARATION LIST
CITY OF SOUTH PASADENA
KEY OF F, CITY CODE 654 (UNIMPROVED)

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5311 017 021		CASSENAER,STIJN AND PAPADOPOULOU, MARIA	1107 E HOWARD ST	PASADENA CA	91104
5312 002 007		SOUTH PASADENA VILLAS LLC	766 E COLORADO BLVD STE 102	PASADENA CA	91101
5312 002 008		SOUTH PASADENA VILLAS LLC	766 E COLORADO BLVD STE 102	PASADENA CA	91101
5312 002 009		SOUTH PASADENA VILLAS LLC	766 E COLORADO BLVD STE 102	PASADENA CA	91101
5312 002 030		SOUTH PASADENA VILLAS LLC	766 E COLORADO BLVD STE 102	PASADENA CA	91101
5312 002 031		SOUTH PASADENA VILLAS LLC	766 E COLORADO BLVD STE 102	PASADENA CA	91101
5312 016 014		YAMAMURO,HITOMI TR	2482 BRIGDEN RD	PASADENA CA	91104
5312 016 015		PARK,KON SOK AND YU,KAYOUNG	330 W 11TH ST UNIT C09	LOS ANGELES CA	90015
5312 016 016		ISLS PROPERTIES LLC	1630 CALLE VAQUERO APT 601	GLENDALE, CA	91206
5312 016 017		ISLS PROPERTIES LLC	2850 RIVERSIDE DR UNIT 421	LOS ANGELES CA	90039
5312 017 025		GAVINA,FRANCISCO AND GAVINA, FRANCISCO JR AND AMNEH	84 CLUB RD	PASADENA CA	91105
5312 017 042		JUNG,DAVID TR	2161 CAMORILLA DR	LOS ANGELES CA	90065
5312 017 043		JUNG,DAVID TR	2161 CAMORILLA DR	LOS ANGELES CA	90065
5312 017 044		JUNG,DAVID TR	2161 CAMORILLA DR	LOS ANGELES CA	90065
5312 017 049		JUNG,DAVID TR	2161 CAMORILLA DR	LOS ANGELES CA	90065
5312 020 012		THAM,ERNEST Y AND JANET C AND	11724 CULVER BLVD #9	LOS ANGELES CA	90066
5312 020 022		THAM,ERNEST Y AND JANET C AND	11724 CULVER BLVD #9	LOS ANGELES CA	90066
5314 005 017		TARMASAL INC	950 HUNTINGTON DR	SAN MARINO CA	91108
5314 005 021	619 INDIANA TER	KIM,YONG JU AND	716 VALLEY VIEW RD	SOUTH PASADENA CA	91030
5314 005 045		VALENSI,NICHOLAS AND	529 5TH AVE 4TH FL	NEW YORK NY	10017

DATE: 01/02/2025

2025
LOS ANGELES COUNTY
DECLARATION LIST
CITY OF SOUTH PASADENA
KEY OF F, CITY CODE 654 (UNIMPROVED)

PARCEL	LOCATION	OWNER	MAILING ADDRESS	CITY/STATE	ZIP
5314 006 005		ZHANG,YI TR	PO BOX 101154	CHICAGO IL	60610
5314 007 017		GETMAN,DANA L AND	60 SUMMIT ST UNIT 3	BROOKLYN NY	11231
5314 008 014		SETO,VANESSA AND	PO BOX 70519	PASADENA CA	91117
5314 018 010		LEE,TYLER	857 BANK ST	SOUTH PASADENA CA	91030
5314 026 050		PAN,CHIU SUNG CO TR	1423 MAPLE ST	SOUTH PASADENA CA	91030
				TOTAL VACANT/IMPROVED RECORDS	**0**
				TOTAL UNIMPROVED RECORDS	**87**
				TOTAL RECORDS	**87**

COUNTY OF LOS ANGELES

Department of Agricultural Commissioner/ Weights and Measures

Kurt E. Floren
Agricultural Commissioner
Director of Weights and Measures

12300 Lower Azusa Road
Arcadia, CA 91006-5872
https://acwm.lacounty.gov

Maximiliano E. Regis
Chief Deputy

January 30, 2025

The Honorable City Council
City of South Pasadena
1414 Mission Street
South Pasadena, CA 91030

Honorable City Council:

RESOLUTION DECLARING THAT WEEDS, BRUSH, RUBBISH, ETC., ARE A SEASONAL AND RECURRENT PUBLIC NUISANCE

Transmitted herewith is the Declaration List of properties which have been found by inspection to have weeds, brush and/or rubbish growing or occurring upon them and which constitute an existing or potential hazard to the health and safety of adjacent property owners.

Also attached is a resolution for adoption by the City Council declaring that hazardous weeds, brush, rubbish, etc., growing or occurring upon or in front of the listed properties are a seasonal and recurrent public nuisance.

It is my recommendation that the Honorable City Council adopt this resolution at its meeting of February 5, 2025, which sets February 19, 2025, at 7:30 p.m. as the date and time for Hearing of Protests. After your City Council adopts the resolution, please send a copy to our Weed Abatement Division at the above address.

On or before February 1, 2025, annual weed abatement notices will be sent to the owners of the properties identified in the resolution pursuant to state law. An affidavit attesting to the mailing of the annual notices is attached.

Respectfully submitted,

ADRIAN ZAVALA
Deputy Director/Bureau Chief

AZ:jr

City Council Agenda Report

ITEM NO. 10

DATE: February 19, 2025

FROM: Sean Joyce, Interim City Manager

PREPARED BY: Alison Becker, AICP, Acting Community Development Director
Elizabeth Bar-El, Interim Deputy Community Development Director
Eduardo Lizarraga, Senior Management Analyst

SUBJECT: **CONSIDER AND DISCUSS RENT STABILIZATION STUDY AND PROVIDE DIRECTION TO STAFF REGARDING THE SAME**

Recommendation

It is recommended that the City Council discuss the South Pasadena Rent Stabilization Study completed by HR&A Advisors, Inc., and provide direction to staff on rent stabilization policy development.

Executive Summary

The City's 2021-2029 Housing Element included a program under Goal 6.0, "Expand and strengthen tenant protections for South Pasadena's existing renters," to research a local rent stabilization program. Rent stabilization is a program that regulates rent increases for certain rental units and allows property owners of those units to increase rents annually by a set formula. Local programs generally set lower rent increase limits than those already allowed under the 2019 California Tenant Protection Act (AB 1482), which provides statewide tenant protections, including limits on rent increases, protections from evictions without cause, and relocation fees for no-fault evictions.

The attached rent stabilization study, prepared by HR&A Advisors, Inc., provides a summary of rent stabilization and associated policy considerations, includes an overview of the City's rental market, and provides several case studies of programs in other cities. If the policy direction of the City Council is to pursue a rent stabilization program, the study provides information regarding policy design options for a rent stabilization ordinance and overall program. Following the City Council's discussion, staff seeks City Council direction on further rent stabilization policy development.

Background

Goal 6.0 in the City’s 2021-2029 Housing Element, "Expand and strengthen tenant protections for South Pasadena's existing renters," recognizes that renters make up about 53% of South Pasadena’s population. As part of this goal, Program 6.d in the Housing Element directs staff to research, develop, and propose a local rent stabilization program for consideration by the City Council. Generally, such a program establishes a lower cap on rent increases than the statewide limit set by the 2019 California Tenant Protection Act (AB 1482). AB 1482 limits rent increases in any 12-month period to no more than 5% plus the percentage change in the local Consumer Price Index (CPI), or 10%, whichever is lower.

On February 5, 2024, the City issued a Request for Proposals (RFP) for a consultant to conduct a rent stabilization analysis and possible program design. Following a competitive review of three responsive proposals, City staff recommended the selection of HR&A, Inc., to conduct this work based on the firm's experience in housing policy design, including rent stabilization. The City Council approved a contract with HR&A on August 21, 2024.

Stakeholder Engagement
To understand community perspectives on rent stabilization to inform the study, HR&A and staff held two stakeholder meetings: a virtual focus group with property owners and representatives on December 3, 2024, and an in-person focus group with renters and renter advocates on December 11, 2024. These discussions aimed to assess the potential impact of a rent stabilization ordinance, gather stakeholder concerns and needs, evaluate perceptions of rent stabilization, and solicit input on its possible design. The summary of this engagement is found on pages 35-38 of HR&A's *South Pasadena Rent Stabilization Study Preliminary Findings and Design Options* ("Study") found in Attachment No. 1.

Property owners expressed concerns about their ability to invest in their properties, earn a fair return, and remain in the South Pasadena rental market if such an ordinance were enacted. Property owners also cited that increased operating costs (rising insurance premiums, high interest rates, etc.) have strained their ability to make reasonable returns. Tenants, meanwhile, highlighted challenges in securing stable and affordable housing, citing significant rent increases and habitability issues. Tenants shared that they have faced maximum allowable rent increases since AB 1482 went into effect in 2020 and their incomes have not kept pace with these increases. Should the City Council direct staff to prepare a rent stabilization ordinance, additional community outreach will be conducted to inform development of the policy.

Analysis
South Pasadena Rental Market Overview
The HR&A Study provides a review of the City's rental market to help guide policy makers on the matter of rent stabilization (see pages 26-34 of the Study).

The Study found that there are 3,450 rental homes that could be subject to rent stabilization and that a significant portion of these (71%) are in buildings with fewer than ten rental units, and that buildings with two to nine units make up the largest share of renter-occupied homes. With respect to the City's households that are "housing cost burdened" meaning that the households spend more than 30% of their income on housing costs, the Study states that while 59% of renters in the City pay less than 30% of their income on housing costs, 21% of renters pay between 30% and 49% of income on housing costs, and 15% pay more than 50% on housing costs. Renters experiencing cost burden fall below the median renter income of $103,000 per year, in particular those renters with income below $75,000. While the Study states that most renters are not housing cost burdened, 61% of renter households earning below $100,000 spend more than they can afford on rent.

The Study looked at the affordability of rental units in the City and notes that many rental units in South Pasadena remain relatively affordable for households earning around $103,000 per year, the City's median renter household income. As stated in the Study, 43% of rental units have rents under $2,000, which are affordable to households making about $73,000. 82% have rents under $3,000, which are affordable to households making $109,000.

That said, the Study notes there has been a rapid increase in rents since 2016, which the Study states is one of the primary challenges to housing affordability and stability in South Pasadena as this is a strain on renters. This is in addition to what the Study states is significant turnover in the rental market of those households earning less than $75,000. The Study states that since 2012, the City lost over 1,750 households with annual incomes of less than $75,000. While this could mean existing households stayed in South Pasadena and earned more money, it is likely an indication of displacement of households earning less than $75,000.

The Study also provides a case study of programs in various cities to provide an understanding of how smaller communities approach the policy of rent stabilization. HR&A selected the cities of Culver City, East Palo Alto, Bell Gardens, Ojai, and Maywood.

With respect to rent stabilization programs, they can differ in administrative complexity, which is closely tied to program design decisions. While most programs share common design elements, such as using a cost-of-living-based formula to adjust rent limits and implementing some form of rent tracking system, they vary in terms of operating costs and administrative requirements. The case studies in HR&A's report highlight various program design options, with annual costs ranging from approximately $100,000 to $1.02 million. Staffing requirements vary from a single Full-Time Equivalent (FTE) to as many as five FTEs with varying responsibilities. Many of the programs examined are self-sustaining, covering administrative expenses through collected fees.

Program Design Options
If the City is to consider a rent stabilization ordinance, it must determine a formula for allowable rent increases. There is no single universally correct method, as each approach involves trade-offs. Some formulas may provide more protections for renters but may further limit property owners' ability to earn a fair return, while others could provide more flexibility for property owners but may expose renters to the risk of larger increases. The study recommends choosing between two broad approaches: one more restrictive and one less restrictive. While each has its trade -offs, both would limit rent increases compared to the recent compound annual growth rate in South Pasadena average rents. There can also be an approach that lies somewhere in the middle, with specific goals to achieve in the design.

Administrative Considerations
Based on the case studies and stakeholder input discussed above, the Study also states that a program must balance the needs of tenants with the right of property owners to earn a fair return, and should not discourage maintenance and upkeep or make it difficult for small, private owners to manage rental properties. Based on stakeholder input, the Study lists factors that should be considered if a program is initiated (See, pages 37-38):

- Retaining renter households,
- Supporting small-scale property owners, and
- Ensuring clear communication and streamlined processes for both tenants and property owners.

Considerations for Next Steps
If the City Council determines that it desires to take the next steps toward development of a rent stabilization program, staff requests that the City Council provide guidance on the

following:

- The priority level of a rent stabilization ordinance within the broader context of the department's work plan to implement Housing Element programs.
- Any initial preferences for program design or administrative structure, as outlined in the rent stabilization study.
- Specific concerns or factors the City Council would like staff or consultants to further examine.
- The desired level and format of further community outreach and stakeholder engagement.

Fiscal Impact
This item does not present an immediate fiscal impact on the City's General Fund. Any future fiscal impacts will depend on subsequent City Council actions regarding the potential adoption and administration of a rent stabilization ordinance.

As outlined in the attached study by HR&A, case studies from other jurisdictions indicate that a rent stabilization program could be funded, in part or entirely, through fees designed to cover administrative costs. In many jurisdictions, for example, property owners of rent-stabilized units are required to pay an annual per-unit registration fee. In some jurisdictions, a portion of these fees may be passed on to tenants as a surcharge on monthly rent, subject to proper notification.

If the City moves forward with developing a rent stabilization ordinance, a more detailed analysis of costs and funding mechanisms will be conducted.

Key Performance Indicators and Strategic Plan
This item aligns with Strategic Plan Priority 5, Plan for Affordable Housing to Comply with State Mandates and Respond to Community Needs.

Commission Review and Recommendation
This matter was not previously reviewed by a commission or board.

Public Notification
The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally noticed agenda, posting of the same agenda and reports on the City's website.

Attachment:
Attachment No. 1 - South Pasadena Rent Stabilization Study 02-13-2025

HR&A

Memorandum

To:	**City of South Pasadena: Elizabeth Bar-El, Alison Becker, Eduardo Lizarraga**
From:	HR&A Advisors, Inc.
Date:	**February 13, 2025**
Re:	South Pasadena Rent Stabilization Study Preliminary Findings and Design Options

Executive Summary

Purpose and Status of the Study

In South Pasadena's May 2023 Housing Element Update, the City of South Pasadena included a program that staff would "research, develop, and propose to City Council a local rent stabilization program" that, if adopted, would create a lower cap on rent increases than the cap currently provided by state law. The purpose of this program would be to "reduce high rent burdens and forced moves among South Pasadena's tenants due to excess rent increases and, in turn, increase their financial security and housing stability." The City of South Pasadena engaged HR&A Advisors to conduct market analysis, case study research, and stakeholder engagement to better understand factors related to rent stabilization in South Pasadena and the implications of a potential Rent Stabilization Ordinance (RSO) for South Pasadena's tenants and property owners. HR&A used these findings to outline potential approaches to the design of an RSO and rent stabilization program. If authorized by City Council, HR&A may then make recommendations for a preferred RSO design.

This memorandum provides an overview of preliminary findings and design options in the following sections:

- Policy context
- Case studies of rent stabilization policies in California
- Rental market scan
- Stakeholder engagement
- Preliminary design options

Summary of Findings

Rent Stabilization Overview

A rent stabilization ordinance (RSO) is a policy that establishes legal guidelines for allowable rent increases in order to stabilize rents over time. A well-designed RSO should balance protecting tenants from excessive rent increases with the ability of rental property owners to earn a "fair return." Jurisdictions seek to find this balance in different ways; there is no single correct mechanism, structure, or percentage by which rent increases can be regulated.

In recent years, communities in California have had growing interest in rent stabilization. The COVID-19 pandemic, rising rents, high inflation, a rising homelessness crisis, and other economic shifts have increased instability for renter households in California. At the same time rising costs and pandemic-era income shortfalls constrain rental property owners, especially small-scale property owners. Recent policies have generally established stricter limitations on allowable rent increases than older policies. Several state laws govern rent stabilization: the 1995 Costa-Hawkins Rental Housing Act ("Costa-Hawkins") set limits on local rent stabilization

policies, while AB 1482 enumerates statewide tenant protections (which will expire in 2030) and establishes statewide rent stabilization for many rental homes.

The primary purpose of rent stabilization in California is to prevent renter displacement. If rents rise too quickly, a renter household may become unable to afford rent for their home, and be forced to move. This type of displacement can be disruptive to both households and communities, and can lead to homelessness, loss of social ties, changing commuting patterns, and other negative consequences. Costa-Hawkins requires vacancy decontrol for all local rent stabilization policies in California, which means when there is a voluntary change in tenancy the property owner can set rent at a rate the market will support. The implication of this is that rent stabilization does not permanently restrict rents for a particular rental home or alter "market rent", but rather provides a degree of protection to tenants against involuntary displacement due to a sudden increase in rent.

Potential Role of Rent Stabilization in South Pasadena

Average rents have risen sharply in South Pasadena in recent years, contributing to challenges and potential displacement for some renters. While South Pasadena's average rents are lower than average rents for Los Angeles County as a whole, rents are increasing more quickly, at a compound annual growth rate (CAGR) of about 6.0%, compared to 4.7% for the county. Rents also increased sharply (almost 15%) from 2021 to 2022. 82% of rental units in South Pasadena have rents under $3,000, which are affordable to households making $109,000. The median renter household in South Pasadena earns approximately $103,000; this could indicate that many moderate-income renters may choose to live in other communities. A majority (61%) of renter households that earn less than $100K are housing cost burdened, which means they are spending more than they can afford (more than 30% of income) on rent and housing costs. Unaffordable rents are likely contributing to displacement; since 2012 the city lost over 1,750 households earning less than $75,000. In addition to rent increases up to the maximum allowed by State law in recent years, renters and tenant advocates in South Pasadena cited a range of other challenges including reduction of services (such as the removal of some utilities previously included in rent) and hazardous property conditions. These have all contributed to a growing interest in for more stringent local rent stabilization.

Rent stabilization may play a significant role in maintaining South Pasadena's communities. South Pasadena's renters make up more than 50% of the households in the city and play an important role in the community. Engagement findings and income data suggest that much of the community's workforce—its educators, first responders, and social workers—are likely to be renters. A significant majority of South Pasadena's non-white and non-Asian population are renters. Displacement of these renters could force community-serving workers farther from South Pasadena, reduce inclusivity, and change the community character that makes South Pasadena attractive to so many. While not a singular fix, carefully implemented rent stabilization could help to ease displacement pressures to stabilize some of South Pasadena's renters and contribute to community stability.

Rent stabilization will not lower rents or make it easier for low- and moderate-income renters to find housing in South Pasadena. Policies to increase the supply of both market rate and subsidized affordable rental housing, and to preserve the quality and affordability of older rental properties could include regulatory changes such as zoning that allows multifamily development in more places, or public subsidy such as gap financing for the development of subsidized affordable homes.

Considerations for the Design of Rent Stabilization in South Pasadena

What properties could become subject to local rent stabilization in South Pasadena?

There may be approximately 3,450 rental homes that could become subject to local rent stabilization based on the restrictions of Costa-Hawkins (which exempts single family homes and homes built after 1995). This

represents about one third of all homes in South Pasadena. Of these, a significant portion may be small (two to nine unit) rental properties.[1]

What objectives can Rent Stabilization achieve in South Pasadena?

The primary purpose of rent stabilization under Costa-Hawkins would be to prevent renter displacement due to rising rents. When paired with other tenants' rights, as well as recourse for tenants who experience illegal landlord activity, it can also help renters avoid other types of involuntary displacement. Many RSOs in California pair rent stabilization with other tenant protections, such as rules requiring "just cause" for eviction. Based on input from tenants and tenant advocates, rent stabilization could help renters not just by limiting rent increases below those allowed by State law but also by providing added recourse for illegal landlord activity such as reductions in service or failure to maintain properties.

Different approaches to restricting rental increases could achieve different policy aims. If the City's priority is to provide renter protections for residents different from what is currently provided under state law, the City could pursue a more restrictive formula for allowable rent increases, using a fraction of CPI (e.g. 60% to 80% of CPI), and putting in place a cap of 3 to 4% on allowable rent increases. If the focus is on protecting renters from big annual increases in rent, the City could set a formula more closely tied to CPI (e.g. 100% of CPI) with a cap of 5 to 8% on allowable rent increases, and it could consider establishing a "floor" of 1 to 2% to ensure property owners can keep pace with rising costs. The City could also consider allowing property owners to "bank" allowable increases from year to year, which could reduce the practice of property owners increasing rent by the maximum allowed amount every year but could also result in one-time large increases in rent.

How might South Pasadena protect and retain property owners, particularly small, private owners?

Property owners have a right to earn a fair return on their rental properties, typically defined in terms of sufficient income to maintain Net Operating Income (NOI) over a base year. In recent years, property owners in South Pasadena and in other markets have seen rising costs due to increases in insurance premiums, utility and waste collection fees, high interest rates, and costs to comply with state and county mandates (such as air conditioning requirements). Property owners must increase rents to keep pace with these rising costs. Most rent stabilization policies have processes for property owners to petition for additional allowable rent increases if they are not able to earn a fair return, though the processes can be lengthy and the burden of proof often rests with the property owner. This can be particularly difficult for smaller owners, who may have less capacity and fewer resources to navigate these processes or withstand near-term cost increases. When property owners cannot earn a return on their property, they may delay maintenance to reduce costs, which can result in reduced housing quality. Smaller property owners may elect to sell their properties.

It may be worth considering the retention of small, private housing providers as a priority for South Pasadena. It is difficult to quantify the prevalence of these small, private property owners, but based on engagement and the large number of smaller rental properties[2] in South Pasadena it is likely that they are prevalent. Small, private housing providers are more likely to provide unsubsidized affordable and moderately priced rental housing than larger corporate investors.[3] Tenants and property owners agree that sales of properties to corporate investors and other large property owners, which several stakeholders reported experiencing in South Pasadena, are not preferred outcomes. The City can explore ways to support these housing providers, including by providing exemptions to small-scale property owners (though due to the likely prevalence of smaller property owners in South Pasadena, an exemption is likely to significantly reduce the extent of benefits of rent stabilization); by

[1] These smaller properties make up 58% of all multi-unit renter-occupied housing in South Pasadena, however the distribution of the year in which these properties were built is not known.
[2] Choi and Young, "Owners and Renters of 6.2 Million Units in Small Buildings are Particularly Vulnerable During the Pandemic", *Urban Institute*, 2020 link
[3] Noble and Walker, "Ensuring Safe and Affordable Housing Stock Starts with Understanding Who Owns Rental Units", *Urban Institute*, 2022 link

providing alternate regulations such as increased passthroughs, reduced fees, or alternate rent increase caps; by providing low-cost funds for repairs to rental properties; or by providing informational or capacity-building support such as training.

What best practices can guide regulatory and administrative practices?

Clarity of information and processes would benefit both tenants and property owners if a rent stabilization program is pursued. It might be beneficial to consider making new regulations as streamlined and intuitive as possible, ensuring they provide clear processes for both tenants and property owners to pursue adjustments or other recourse. It could be helpful to consider providing informational materials describing the regulation, any available resources, and the rights of property owners and tenants. Program design can balance clear processes and oversight with the need for administrative simplicity. The program can have an intuitive formula for allowable rent increases that can be determined and approved by program staff once a year. Most processes and approvals can be administrative, forms can be available to submit online or in paper format, and the City should consider how to a secure database for registration data. The City can use a rental registry database to ensure that property owners do not increase rent more than the allowed limit, or can rely on tenant reporting of violations. However, a tenant reporting model might also include proactive outreach and education of tenants' rights. The City might consider establishing a public oversight board that consists of representatives from the community including renters and property owners that can review appeals and track the impacts of the RSO.

Summary of Program Design Options

Rent Increase Formula Options

Every program design option has tradeoffs – some better protect renters but may make it more difficult for property owners to earn a fair return, and some make it easier for property owners to earn a fair return but subject renters to the risk of larger rent increases. Based on these considerations, South Pasadena has two main program design options:

Option A: Maximize restrictions on rent increases	
Policy Objectives	The City could adopt a restrictive formula for rent increases to maximize protections for existing tenants. This option is consistent with the preferences of the tenant advocacy community and resembles other recent RSO formulas in Los Angeles County
Formula Approach	60% of CPI (or 70-80%), cap of 3 to 4%, no floor
Other Considerations	The City would likely need to pair this approach with a higher degree of passthroughs as well as protections or resources for small property owners, which could increase the administrative cost and complexity of the program.
Option B: Protect renters from large annual increases	
Policy Objectives	The City could adopt a more moderate formula to reduce rent increase below those allowed under the Tenant Protections Act while allowing flexibility for property owners as costs fluctuate. This formula would restrict rent increases to a few percentage points except in high inflation years, and would protect against large annual increases in rent.
Formula Approach	100% of CPI, cap of 5 to 8%, floor of 0% to 2%.
Other Considerations	Though the City could allow "banking" to reduce property owners' incentive to raise rent the maximum allowed every year, this would both increase the administrative cost and complexity of the program and reduce protections against large one-year increases in rent.

Administrative Approach

Because South Pasadena is a small city, it may be worth considering an administrative approach that streamlines administrative processes as much as possible while balancing the need to provide transparency, support, and

public oversight to the RSO. This program would not require administrative investments at the scope or scale of San Francisco or Los Angeles – instead it can aim to be minimally intensive while accomplishing its core goals. As such, the program can have an intuitive formula for allowable rent increases that can be determined and approved by program staff once a year. Most processes and approvals can be administrative, forms can be available to submit online or in paper format, and the City should consider how to maintain a secure database for registration data. Staffing levels in precedent programs in peer cities suggest that as few as one to two full-time equivalent (FTE) staff could achieve this level of administration. At this baseline level, their primary responsibilities would be to calculate and publicize allowable increases, process petitions and appeals, produce and disseminate program information, respond to complaints, and enforce policy. Additional administrative functions, such as maintaining a rental database, monitoring increases, and supporting a public oversight board, could require an additional two to three FTE staff.

Approach to Enforcement

Robust enforcement creates additional program and administrative complexity, but some level of enforcement is necessary to ensure program effectiveness. For small-scale RSO programs, there are two primary approaches to enforcement:

- **Tenant-led enforcement,** which relies on tenants reporting illegal rent increases or other illegal landlord activities. This approach will be most effective when paired with education for tenants about their rights and processes to report violations.
- **Data-supported enforcement,** which establishes a system of collecting and tracking data on rental units and rent increases to identify illegal increases.

Tenant-led enforcement requires staff dedicated to educating tenants and receiving, processing, and acting on tenant reports of illegal rent increases. These responsibilities would likely require 1-2 full-time equivalent (FTE) staff position based on program staffing of peer cities. Including a data-supported approach that goes beyond a tenant-led approach would require at least one additional staff person to monitor data to proactively track rent increases and identify illegal increases, and would also require additional one-time costs to establish such a system.

Approach to Oversight

The City could consider establishing a public oversight board. This board could be made up of representatives from the community, including renters and property owners. The role of the board would be primarily to review appeals and advise on policy changes needed to improve the impacts and effectiveness of the RSO. This approach adds approximately one full-time equivalent (FTE) staff position to support board operations and to coordinate staff activities with board activities. It also adds a board of five to nine community members, which can add a small additional cost if those members receive stipends.

Other Design Parameters

Beyond these options, South Pasadena would also need to consider:

- **Allowable Pass-Through Costs.** Many California RSOs allow property owners to "pass-through" certain costs, like capital improvements and rent stabilization fees. Allowing certain pass-throughs can help property owners invest in their properties and still earn a fair return, especially where RSO formulas are more restrictive. That said, pass-throughs translate to increased housing costs for tenants.
- **Other Tenant Protections.** Many California cities pair their RSOs with separate tenant protections that apply to all units. The state level protections in AB 1482, which require a "just cause" for evictions, expire in 2030. Based on engagement findings, these protections might also include protections against harassment by property owners and reductions in service without reductions in rent.
- **Retention of Small, Private Property Owners.** An RSO can create additional challenges for property owners, especially small, private property owners who often provide naturally occurring low- to moderate-income units. South Pasadena could consider ways to ease some challenges for small, private

property owners such as creating dedicated financial support and resources, creating an alternative rent increase cap, or by exempting them from RSO altogether.

Contents

Introduction 8

Policy Context 9

Rent Stabilization Case Studies 12

- Culver City, CA 13
- East Palo Alto, CA 16
- Bell Gardens, CA 19
- Ojai, CA 21
- Maywood, CA 23

South Pasadena Rental Market Scan 26

Stakeholder Engagement Summary 35

Preliminary Design Options 39

Introduction

In South Pasadena's May 2023 Housing Element Update, the City of South Pasadena included a program that staff would "research, develop, and propose to City Council a local rent stabilization program" that, if adopted, would create a lower cap on rent increases than currently provided by state law. The purpose of this program would be to "reduce high rent burdens and forced moves among South Pasadena's tenants due to excess rent increases and, in turn, increase their financial security and housing stability." The City of South Pasadena engaged HR&A Advisors to conduct market analysis, case study research, and stakeholder engagement to better understand factors related to rent stabilization in South Pasadena and the implications of a potential Rent Stabilization Ordinance (RSO) for South Pasadena's tenants and property owners. HR&A used these findings to outline potential approaches to the design of an RSO and rent stabilization program. Based on approval by City Council, HR&A may then make recommendations for a preferred RSO design. If City Council chooses not to proceed with a rent stabilization ordinance, HR&A may provide alternative programs that could provide desired community benefits.

This memorandum serves as a summary of background research conducted to inform preliminary RSO program design, including review of existing policies and literature, a market scan, and stakeholder engagement. The conclusion section outlines implications of the findings of this research for the design of a potential RSO in South Pasadena.

Summary of Methodology

To develop and evaluate program design options, HR&A employed three methods: policy research, stakeholder engagement, policy and case study research, market research, and stakeholder engagement.

Policy and Case Study Research

HR&A conducted a review of relevant state laws that would impact the design of a rent stabilization program in South Pasadena, as well as a high-level review of local rent stabilization programs that exist in other cities and counties in southern California. HR&A developed more detailed summaries of rent stabilization programs in five comparable cities, using information gathered from City websites, rent stabilization ordinance language, and interviews with City staff to gather information for this research.

Market Research

To understand the likely scale and impact of a local rent stabilization program and to inform its design, HR&A developed high-level demographic and economic profiles of the renter population and an analysis of rental housing supply trends in South Pasadena. HR&A used data from the American Community Survey, Public Use Microdata Samples, and the Zillow Observed Rent Index as inputs to this analysis.

Stakeholder Engagement

HR&A convened two stakeholder roundtables, one with property owners and apartment industry representatives, and one with renters and tenant advocates. HR&A provided context about current conditions and challenges each group faces to inform analysis of the pros and cons of rent stabilization in South Pasadena. If directed by the City, any future engagement would focus on facilitating discussion about proposed approaches and soliciting input to inform the selection of a preferred design.

Policy Context

Rent Stabilization Overview

A rent stabilization ordinance (RSO) is a policy that establishes legal guidelines for allowable rent increases in order to stabilize rents over time. Though the terms are often used interchangeably, for the purposes of this report rent stabilization and rent control are distinct policies. Rent stabilization requires vacancy decontrol—i.e. the ability to return units to market rate upon voluntary vacancy—and limits allowable rent *increases* on stabilized units. Rent control does not require vacancy decontrol and limits allowable *rents*, not rent increases.

Allowable Rent Increase Formula

An essential feature of any rent regulation system is the maximum percentage and/or dollar amount by which rents are allowed to change each year. In setting the allowable change, local governments must balance protecting tenants from excessive rent increases with the ability of rental property owners to earn a "fair return," typically defined in terms of sufficient income to pay for ongoing costs of operating their apartment buildings (i.e., inflation-adjusted maintenance of Net Operating Income (NOI) over a base year). Jurisdictions seek to strike this balance in different ways; there is no single correct mechanism, structure, or percentage by which rent increases can be regulated. Rather, there are many approaches to setting allowable rent increase amounts. Among California jurisdictions with RSOs, there are two primary approaches:

- **Formulas based on changes to the Consumer Price Index.** Most jurisdictions in California with RSOs use changes in the local Consumer Price Index (CPI) as a basis for their rent increase formulas. CPI-based formulas use a percentage of the annual change in CPI to calculate allowable annual rent increases to set either a maximum or minimum amount by which rental property owners are allowed to raise rents. Some of these formulas establish a "cap" or amount above which rents cannot be raised even if CPI is higher, and some establish a "floor" or minimum allowable increase even when CPI is low. To the extent that changes in regulated housing operating expenses correspond with changes in the price of goods measured by the CPI, a CPI-based annual rent increase formula theoretically allows rental property owners to continue to earn a fair return while also ensuring that rent does not increase faster than other costs. Of the 32 cities HR&A evaluated, 28 used CPI-based formulas for rent increases. Most also include caps for rent increases ranging from three percent to 10 percent. Several cities also established a minimum allowable rent increase between zero and three percent.
- **Formulas based on a fixed percentage of rent.** A few California jurisdictions set rent increase formulas as a fixed annual percentage increase. This allows more predictability for both tenants and rental property owners. However, if the fixed percentage is set too low it may constrain Net Operating Income for rental property owners when costs increase, or if set too high it may restrict only the most extreme rent increases for tenants. Of the 32 jurisdictions HR&A evaluated, four use a fixed percentage.

In recent years, the COVID-19 pandemic, rising rents, high inflation, a rising homelessness crisis, and other economic shifts have increased instability for renter households in California; at the same time rising costs and pandemic-era income shortfalls constrain rental property owners, especially small-scale property owners. Recently adopted RSOs and changes to existing RSOs have generally placed lower temporary caps on the maximum allowable annual rent increase, while still relying on CPI as the primary basis for rental increases. Some jurisdictions extended these temporary caps permanently. These policy changes appear to prioritize protecting tenants from the impacts of high inflation, while the primary means of assistance for rental property owners has been the ability to apply for exceptions to allowed rent increases if they cannot receive a fair return.

Table 1. Select California Jurisdictions with RSO Policies

		Rent Stabilization Policy Overview		
Jurisdiction	Year Enacted	Allowable Annual Rent Increase	"Floor"	"Cap"
Alameda	2019	70% CPI	1%	5%
Antioch	2022	60% CPI	-	3%
Baldwin Park	2019	100% CPI	1%	5%
Bell Gardens	2022	50% CPI	-	4%
Berkeley	1980	65% CPI	0%	7%
Beverly Hills	1978 (Ch. 5) 2017 (Ch. 6)	100% CPI	- (Ch. 5) 3% (Ch. 6)	8% (Ch. 5) - (Ch. 6)
Concord	2024	60% CPI	-	3%
Cudahy	2023	100% CPI	-	3%
Culver City	2020	100% CPI	2%	5%
East Palo Alto	2010	80% CPI	-	10%
Fairfax	2023	60% CPI	-	5%
Hayward	2019	Fixed Percentage	-	5%
Inglewood	2019	100% CPI + 5% (up to 4 units) 100% CPI (5+ units)	- 3%	10% 10%
Larkspur	2024	100% CPI + 5%	-	7%
Los Angeles (City)	1979	100% CPI	3%	8%
Los Angeles (County)	2019	60% CPI	-	3%
Los Gatos	2004	70% CPI	-	5%
Maywood	2023	100% CPI	-	4%
Mountain View	2016	100% CPI	2%	5%
Oakland	2000	60% CPI	-	3%
Ojai	2023	Fixed Percentage	-	4%
Oxnard	2022	Fixed Percentage	-	4%
Palm Springs	1980	75% CPI	-	-
Pasadena	2022	75% CPI	0%	-
Pomona	2022	100% CPI	-	4%
Richmond	2017	100% CPI	-	-
Sacramento	2019	100% CPI + 5%	-	10%
San Francisco	1979	60% CPI	-	7%
San José	1979	Fixed Percentage	-	5%
Santa Ana	2021	80% CPI	-	3%
Santa Monica	1979	75% CPI	-	3% (+ fixed dollar caps)
West Hollywood	1985	75% CPI	-	3%

Sources: City or County ordinances, American Community Survey; * denotes value for all of Los Angeles County

Applicability and Exceptions

Some rent stabilization policies allow different rental increases based on certain defined characteristics. Policies could also set alternate standards or make exceptions for properties based on other factors such as size (number of units) or owner type (e.g. private or small owners).

Other Policy Considerations

In addition to allowable rent increases, other policy attributes can influence the cost and operations of rent-stabilized units. These include mechanisms for property owners to apply for exceptions to allowable increases if they cannot earn a fair return, and to pass-through a portion of certain expenses (typically, qualifying capital improvements and rental registry fees, and occasionally certain utilities or City-imposed fees) to tenants. Some policies jurisdictions allow owners to "bank" rent increases for future years or set habitability standards.

Administrative Requirements

Administrative requirements vary significantly based on program design. Often, the requirements for a rent stabilization program include:

- **Ability to set and publicize allowable rent increases,** either by program staff or by a governing body such as a rent stabilization board.
- **Ability to track subject rental properties and rent increases, such as through a rental registry.** While it is possible for a rent stabilization program to operate without a registry of rental homes, rental registries provide a clear mechanism to oversee and enforce the RSO as well as to collect fees.
- **Ability to set and collect registration fees**, if applicable. Registration fees can help to offset the costs of program administration.
- **Ability to process requests for allowable pass-throughs**, which can be handled administratively.
- **Ability to process and adjudicate complaints from tenants or fair return adjustments from property owners**, either administratively or through a governing body such as a rent stabilization board.
- **Ability to establish, publicize, and manage appeals processes** through a governing body or independent review.
- **Ability to enforce rent increase maximums and results of appeals**, either administratively or through a governing body such as a rent stabilization board.

Statewide Policy Context

There are two primary laws in California governing rent stabilization policies: The Costa-Hawkins Rental Housing Act ("Costa-Hawkins") and the Tenant Protection Act ("AB 1482").

- **1995 Costa-Hawkins Rental Housing Act** (AB 1164) Costa-Hawkins is a State law that sets limits on rent stabilization policies at the local level. Costa-Hawkins primarily does two things: first, it imposes "vacancy decontrol," which permits a rental property owner to set rent to any amount when a unit is voluntarily vacant (i.e., between two tenancies); the unit is then re-controlled by the same annual rent increase allowed for continuously controlled units, but starting from the new base rent. Second, the Act prohibits jurisdictions from subjecting certain housing types – namely single-family homes, condominiums, and units built after February 1, 1995 – to local rent stabilization ordinances.
- **2019 Tenant Protection Act (AB 1482)** A recently enacted State law, AB 1482 imposes statewide tenant protections for a 10-year period (i.e., 2020-2030) on certain types of rental housing. Specifically, the law requires a rental property owner to show "just cause"[4] prior to eviction and limits annual rent increases to no more than 5%plus the local CPI (or 10 percent, whichever is lower). It also includes provisions that require property owners to provide tenants with relocation assistance in the case of "no fault" just cause termination. The policy sets a statewide baseline of rent stabilization for covered units, though many local rent stabilization ordinances create more restrictive limits on allowable rent increases. AB 1482 exempts certain housing types, including: units constructed within the last 15 years (defined on a rolling basis); deed restricted affordable housing units; certain dormitories; two-unit properties (i.e., duplex) for which one unit is owner-occupied; and single-family homes and condominiums that are not owned by a real estate trust corporation, or LLC.

[4] AB 1482 specifies 11 "At-Fault" just causes and four "No-Fault" just causes

Rent Stabilization Case Studies

Purpose

HR&A conducted a case study analysis of five programs in cities to understand how smaller communities in California approach rent stabilization. These case studies aim to explore the range of policy goals and designs for RSO programs in smaller California cities, and identify relevant lessons that may help South Pasadena understand the requirements for and impact of implementing an RSO. HR&A and the City selected the following case studies for their ability to illustrate a range of purposes, structures, and geographies, with a focus on smaller California cities:

- Culver City Rent Control Ordinance, Culver City, CA
- Regulations for Residential Tenancies in the City of East Palo Alto, East Palo Alto, CA
- Rent Stabilization and Tenant Eviction Protections Ordinance, Bell Gardens, CA
- Rent Stabilization and Just Cause Protection Ordinance, Ojai, CA
- Ordinance Establishing Rent Stabilization Regulations, Maywood, CA

Methodology

To conduct these case studies, HR&A identified several California cities with RSO programs and researched their ordinances to determine the year they were enacted and their basic approach to allowable rent increases. HR&A then used 2022 ACS Five Year Estimates to determine the number of renter households and the median incomes of these cities to begin to identify cities with similar renter populations and income profiles to South Pasadena.

For the City of South Pasadena, HR&A narrowed this list to five selected case study cities, HR&A studied the ordinance language and conducted interviews with City staff to understand the details of their program and its administration.

Summary of Relevant Takeaways

- **Programs vary in administrative complexity, and the administrative complexity of a given program relates closely to program design decisions.** Rent increase formulas, enforcement mechanisms, and appeals have significant implications for the administrative requirements of a program, and each of these decisions has important tradeoffs to consider when deciding if increased administrative requirements (and therefore, cost) might correlate with meaningful improvements in program functioning. For example, rent increase formulas can attempt to mirror market trends, which requires staff to calculate and set rent increase caps each year based on CPI, or they can be fixed percentages that may or may not mirror market trends in a given year. The case studies in this section all tend toward the lower end of administrative complexity and cost.
- **The programs studied share many similar design elements.** Most have a CPI-based formula, a rental registry program, and similar processes for rent adjustments, appeals, and pass-throughs. The city of Ojai is an exception – it does not have a rental registry, and it sets a fixed 4% annual rent increase instead of a CPI-based increase to minimize administrative requirements for its small City staff.
- **RSO programs in this study range in staff from one to four FTE and range in costs from $100K to $1.02M.** Factors that increase staffing demands include rental registry programs, active enforcement, inclusion of a public board or commission to oversee aspects of the RSO, and contracting inspectors and hearing officers to oversee appeals processes. Many of the programs studied fully cover the costs of program administration through fees they collect.
- **Including a rent stabilization board may require one more FTE.** With a balanced composition of renters and property owners, this board might help to generate more community buy in and help stakeholders see their perspectives represented. It can also be created as a dedicated body to hear appeals, which might ultimately reduce FTE staff requirements if a program receives many appeals. It

might also help the City be more approachable for information and assistance by removing them from the direct enforcement role.

- **Cities can make special exemptions to 1) ease the burden on small-scale property owners and 2) build in habitability protections for tenants.** All programs covered in these case studies provide exemptions for small-scale property owners, particularly those who claim the property as their principal residence and lease 2-3 units within the property. The City of Bell Gardens has an additional adjustment application, "Below Fair Market Rate" adjustment, for smaller property owners based on HUD fair return assessments. Additionally, all programs have terms whereby tenants can appeal an increase in rent through demonstrating a reduction in housing services.
- **Programs with smaller department staff spend less on public outreach and enforcement mechanisms.** While all programs covered in these case studies have limited staff capacity for outreach and enforcement activities, departments with some staff capacity spend time on public outreach to both property owners and tenants to increase registrations and to make residents aware of tenant-initiated enforcement measures. In contrast, both Ojai and Maywood's RSO programs are run by either 1 FTE or distributed amongst multiple department employees who do not have housing expertise—these programs have lower operating costs in part because they rely on tenant reporting for enforcement but do not conduct extensive outreach to inform tenants of their rights and legal recourse available. Because several of the programs in these case studies are newer, these cities are also continuing to refine and improve compliance. Additional measures could include outreach to property owners to increase compliance with rental registries, tracking rent changes year to year using registry data to identify illegal rent increases, and conducting increased outreach to tenants to let them know how to report an illegal increase in rent or reduction in service.

Case Study Findings

Table 2. Case Studies Overview Matrix

City	Year Established	Allowable Rent Increases	Program Administration	Operating costs
Culver City	2020	100% of CPI 5% Cap, 2% Floor (Updated monthly)	2 FTEs & 2 consultants	~$900K
East Palo Alto	2010	80% of CPI 10% Cap	2 FTEs 7-member Rent Stabilization Board	~$700k
Bell Gardens	2022	50% of CPI 4% Cap	5 staff (not full-time dedicated to RSO)	~$1.02M
Ojai	2023	4% fixed cap	1-2 FTE	~$100K
Maywood	2023	100% of CPI 4% Cap	1 FTE	Total program cost unknown--Est. ~$270k

CASE STUDY | CULVER CITY RENT CONTROL ORDINANCE

Culver City, CA

Case Study Summary and Relevant Lessons

Culver City's Rent Control Program showcases the potential for a small, staff-managed rent stabilization program to be revenue neutral and offers insights into potential protections for property owners, including exemptions for "small landlords."

Made permanent during the COVID-19 pandemic, Culver City's rent control ordinance* ensures manageable increases in rent for the City's sizable rent-burdened tenant population while providing mechanisms to protect the right of property owners to a fair return. A small team within the Department of Housing and Human Services runs the program without a public board or commission. The ordinance allows annual rent increases tied to CPI, with a cap of 5% and a floor of 2%.

The relatively narrow range of allowable rent increases (between 2% and 5%) creates predictability for tenants and property owners, but Culver City updates allowable increases monthly based on updated CPI figures, which creates confusion among tenants and property owners as well as additional administrative requirements for City staff. The department contracts an administrative software consultant to maintain and track rental registrations, which provides critical insight into compliance and developing enforcement mechanisms.

*While the city uses the term "rent control," the program aligns with our definition of rent stabilization and can still serve as a comparable example for South Pasadena.

Key Facts	
Year Created	2020
Total households in City (Percent renters)	12,691 (44.1%)
Allowable Rent Increase	100% CPI, with a 5% Cap and a 2% Floor
Units subject to RSO	Estimated 6,000-7,825

Background and Program Operations

History and Context

In 2019, the City Council of Culver City adopted an emergency ordinance establishing temporary rent stabilization. According to the City's 2013-2021 Housing Element, 43.7% of Culver City renters were housing cost burdened, meaning they spent more than 30% of their household income on rent, making them particularly sensitive to rent increases. After the emergency ordinance ended in June 2020, the City Council directed staff to develop a permanent rent stabilization program to improve housing stability for tenants during and after the COVID-19 pandemic.

In 2020, Culver City Council adopted a permanent Rent Control Ordinance ("the ordinance"). The objectives of the ordinance are to "promote long-term stability and certainty for tenants in the rental market while providing landlords an ability to receive a fair and reasonable return with respect to the operation of their property." The ordinance also established a Rent Registry. Property owners must secure a valid Rent Registration certificate from the Housing Division before collecting rent from tenants.

Program Operations, Administration, and Costs

Administration & Enforcement

The City's Department of Housing and Human Services, oversees management of the ordinance. DHHS has two full-time employees dedicated entirely to rent stabilization: a Rent Stabilization Coordinator and a Rent Stabilization Analyst. DHHS also retains two consultants who help administer the program: one to conduct analysis of rent adjustment applications and petitions for noncompliance, and one to oversee the rent registry, including waivers and penalties. Compliance has fallen from an initial registry of about 7,300 rental units to approximately 6,000 in recent years.

HdL, an administrative software consultant, maintains the rent registry database, provides direct assistance to property owners on registration related matters, including waivers and penalties for lack of compliance.

Operating Costs

The program costs approximately $900,000 annually to operate. The City charges a per-unit fee for registration ($167 in 2023-2024) which covers the cost of the program.

The department contracts HdL, an administrative software, to manage the rental registry, at $110,000 annually.

Program Design

Allowable Rent Increase Formula

The ordinance allows rent increases of 100% CPI up to a cap of 5%. The ordinance also establishes a floor of 2%, guaranteeing property owners the ability to increase rent by at least 2% annually.

Culver City sets the allowable annual rental increase each month based on CPI. Each month, the Housing Division posts the maximum allowed rent increase on its webpage. This increase applies to annual rent increases that go into effect two months after the posting date. For example, the maximum rent increase the City posts in October 2025 will apply to annual rent increases that go into effect in December 2025. This means that the annual allowable increase for a given unit depends on the month of the renewal. The Housing Division updates the maximum rent increase the day after the Bureau of Labor Statistics (BLS) publishes the CPI, also released monthly. Staff have observed that monthly updates to allowable annual rent increases create confusion amongst both tenants and property owners.

Coverage and Exemptions

The ordinance applies to rental units in Culver City built on or before February 1, 1995. In accordance with the Costa Hawkins Act, the RSO exempts single-family homes, including condominiums, and townhomes. The ordinance provides additional exemptions for rental units that receive federal, state, or local housing subsidies, and for units owned by small-scale property owners (which it defines as non-corporate owners with direct or indirect economic interest in no more than two rental units).

Pass-Through Costs

Property owners can pass up to 50% of an approved capital improvement cost to the tenant. Capital improvements cannot include regular maintenance or repairs. Eligible capital improvements can include:

- Adding systems such as air conditioning, security gates, washing machine or clothes dryer;
- Improvements to structural, electrical, plumbing, or mechanical systems that require a permit; and
- Addressing or removing hazardous materials such as lead-based paint or asbestos.

Property owners must submit a Pass-Through Cost Recovery Application and receive approval from the Housing Division before passing costs to the tenant. The Housing Division evaluates applications to see if the work was needed to meet or keep up with health and safety standards.

Low-income tenants can ask for a hardship waiver of pass-through costs.

Rent registry fee pass-throughs were only applicable for the initial registration fee due in March 2022.

Applications for Rent Adjustments

Both tenants and property owners can file rent adjustments with the Housing Division.

Property owners can file Rent Adjustment Applications to request an increase in rent beyond the limitations of the ordinance. The property owner will have the burden to prove that the additional rent increase is necessary to earn a fair and reasonable return.

A tenant can petition for an adjustment in rent based on a decrease in services provided by the property owner (i.e. insurance, repairs, maintenance). The petition includes a statement describing how the decrease in housing services is in violation of the ordinance and any evidence they would like the Community Development Director to

consider. Tenants can also file a petition for non-compliance to claim that the rent increase is not in compliance with the ordinance.

As of 2023, the department has received three capital improvement applications and three to four petitions for noncompliance from tenants.

Appeals

For all applications to adjust rent or pass through costs, the ordinance establishes an appeals process for both property owners and tenants to appeal decisions made against their applications. Appeals must be submitted and filed with the Housing Division within 15 days of the decision date. Following the appeal filing, the Director will arrange a hearing within 15 to 60 days. Property owners must notify tenants about these hearings. Hearing officers will issue a decision within 20 days after the hearing. In the four years this ordinance has been in operation, there have only been five such appeals.

Penalties

As of 2022, DHHS has not issued any formal penalties. This is partly attributed to the department's ongoing implementation of enforcement mechanisms.

- **Administrative Citation:** The City can enforce the ordinance through the administrative citation process. Each violation of the ordinance may be subject to an administrative fine of up to $1,000.
- **Civil Action:** The City Attorney is authorized to bring a civil action for violation of the rent control ordinance.
- **Criminal Penalty:** Any person violating the provisions of the ordinance may be deemed guilty of a misdemeanor.
- **Separate Violation:** Each separate day during which violation occurs or continues constitutes a separate violation.

Sources

- City of Culver City Adopted Budget 2024-2025.
- Culver City Rent Control Ordinance 2020.
- Interview with City Staff.

CASE STUDY | REGULATIONS FOR RESIDENTIAL TENANCIES IN THE CITY OF EAST PALO ALTO

East Palo Alto, CA

Case Study Summary and Relevant Lessons

East Palo Alto provides an example of a small community that uses a public board to maintain operations over multiple years, highlighting the importance of streamlining administrative processes to ensure effectiveness.

Many challenges in East Palo Alto arise from the fact that the program requires staff to process all applications and registrations manually, which leads to capacity constraints for staff. The revenue from rental registration fees does not fully cover operating costs.

East Palo Alto adopted its current rent stabilization program in 2010 to protect tenants from larger rent increases. East Palo Alto's RSO has been in operation longer than many comparable communities. A 7-member rent stabilization board publishes the annual allowable percentage increase for all covered rental units, rules on tenant petitions, and establishes penalties for noncompliance. The formula allows rent increases up to 80% of CPI up to a cap of 10%, which ensures that rents do not rise faster than the price of other consumer goods. The program has a small staff within the City's Housing Division and a Council-appointed Rent Stabilization Board.

Key Facts	
Year Created	2010
Total households in City (Percent renters)	7,998 (52.3%)
Allowable Rent Increase	80% CPI, with a 10% Cap
Units subject to RSO	Est. 2,500

Background and Program Operations

History and Context

The City of East Palo Alto first passed a Rent Stabilization Ordinance by voter initiative in 1988. This ordinance was primarily intended to protect tenants in mobile park homes. In 2010, voters passed the City's Rent Stabilization and Eviction for Good Cause Ordinances (RSO), which expanded rent stabilization to cover more residential units. These ordinances were intended to ease strain on tenants by protecting them from unreasonable rent increases and to discourage speculation in the rental market while ensuring that property owners can receive a fair return.

Program Operations, Administration and Costs

Administration & Enforcement

The Housing Division has two full-time staff dedicated to operating the program and overseeing the rent registry: a Rent Stabilization Program Administrator and a Rent Stabilization Program Coordinator. Staff are responsible for preparing monthly staff reports for the Rent Stabilization Board, preparing the annual rent increase proposal for the RSB to approve, and receiving applications for rent adjustments and petitions for noncompliance. Since East Palo Alto has a sizable immigrant community, staff provides high-touch intake support and spends a significant amount of time assisting tenants who do not speak English as their first language.

East Palo Alto does not currently have an automated operations system— program staff process all applications and registrations manually. This has led to capacity challenges for program staff. For example, the program has not issued any citations in the past year, likely due to limited staff capacity for enforcement.

The Rent Stabilization Board recently raised the question of enforcement mechanisms and charged staff with reviewing peer city RSOs to enhance enforcement mechanisms within the ordinance. Any potential changes to the ordinance would have to be approved by the Board first before going to voters.

Rent Stabilization Board

The program has a Rent Stabilization board that provides oversight and management of the rent stabilization program. The Board publishes the annual allowable percentage increase for all covered rental units, rules on tenant petitions, and establishes penalties for noncompliance.

The Rent Stabilization Board consists of seven City Council-appointed members and one alternate. Residents may submit applications for a board position to City Council. Board members serve staggered three-year terms. The ordinance requires the board to hold regular public meetings. Each member of the Board receives a $35 stipend per meeting. The Board finances its operations through charging property owners an annual program fee. The Board can also request money from the City's general fund. The City employs hearing examiners and inspectors so the board can facilitate hearings over disputes.

The Board also oversees the Rent Registry, which requires property owners to submit annual registration statements and program fee for each covered unit. The Rent Stabilization Board sets annual rent registration fees in October every year.

Operating Costs

While total program costs are unknown, staff shared that revenue from rent registration fees does not cover the entire cost of operations of both the rent stabilization program and rent registry.

The current rent registration fee is $234 per covered unit, which is partly subsidized by penalty fees to avoid overburdening property owners. The Finance department is currently conducting a fee adjustment analysis to assess how revenues can be increased to accommodate two additional FTEs and an inspector.

For the 2022-2023 fiscal year, the Rent Stabilization Special Revenue Fund reported $628,678 in total revenues and $666,395 in total expenditures, leaving a budget shortfall of $37,717. Therefore, HR&A estimates actual program costs to be ~$700,000.

Program Design

Annual Rent Adjustment Formula

Every year, program staff compute and publish an annual allowable percentage increase based on CPI. The RSO defines the formula to compute the adjustment:

1. February CPI of last year subtracted by the CPI in February of the current year, which yields the index point difference.
2. The index point difference is divided by the past year's CPI, which yields the applicable percentage change in the CPI.
3. The applicable percentage change in CPI is multiplied by 0.8, which yields the final allowable annual general adjustment.

The ordinance allows rent increases of 80% of CPI up to a cap of 10%. The Rent Stabilization Board approves the proposed increase and notifies property owners and tenants of the annual allowable rent increase before May 15 each year.

A property owner cannot increase rent if:

- They have not registered all their rental units.
- They have not followed the rules of the ordinance.
- They have not ensured that the rental unit meets basic safety standards.
- They have not made repairs as required by the City.

Coverage and Exemptions

The RSO applies to all renter-occupied units constructed before January 1, 1988. In addition to units exempted by Costa Hawkins and other state or federal laws, East Palo Alto exempts units in owner-occupied two- and three-unit properties and room rentals in owner-occupied properties, as well as transient occupancy hotels, care facilities, and resident-owned nonprofit housing.

In East Palo Alto, there are rising cases of property owners renting out rooms within a single-family home and falsely claiming these SFHs are owner-occupied. Enforcement of the ordinance is difficult given the manual processing of unit registrations and lack of staff time to follow through with enforcement mechanisms.

Fair Return Rent Adjustments

The ordinance does not allow pass-through costs—property owners may only increase rent above the allowable rent adjustment through a right to fair return application. Program staff determines fair return by calculating the property owner's net operating income over time. Property owners can accumulate past rent increases.

The office has not received any applications for rent adjustments since 2022.

Rent Adjustments for Reductions in Service

The RSO includes habitability standards and allows tenants to petition for rent adjustments in accordance with decreased housing services.

Petitions

The department received eight petitions of noncompliance last year. This year, program staff received a group of 30 petitions, all from the same property.

Appeals

The Rent Stabilization Board hears appeals and makes determinations. The department contracts hearing examiners for the appeals, who will release decisions within 30 days after the hearing. Despite this, most hearings are delayed due to a regional shortage of hearing examiners. Hearing examiners will visit the property listed in the petition before the hearing. If the hearing examiner cannot inspect the property the day of, one of the two Rent Stabilization staff will inspect the property with a code enforcement officer.

Penalties

Program staff have not issued any citations in the past year. This can partly be attributed to current staff's lack of capacity to fully process complaints.

Sources

- City of East Palo Alto Annual Comprehensive Financial Report 2023.
- "Regulations For Residential Tenancies in the City of East Palo Alto" 2010.
- Interview with City staff.

CASE STUDY | RENT STABILIZATION AND TENANT EVICTION PROTECTIONS ORDINANCE

Bell Gardens, CA

Case Study Summary and Relevant Lessons

Of the five programs covered, the City of Bell Gardens has the most restrictive formula for allowable rent increases. Bell Gardens' advocacy community played a large role in shaping the city's rent stabilization policy.

The City of Bell Gardens' rent stabilization program influenced neighboring Southeastern cities in LA County, including Cudahy and Maywood, to explore and adopt the same (or similar) rent stabilization programs. Most small, dense municipalities in Southeast LA County, like Bell Gardens, have a high proportion of renters, most of whom are also low-income and housing cost burdened. Bell Gardens' rent stabilization program is relatively new and working towards higher compliance with its rent registry (which is currently at an estimated 70% registration rate).

Key Facts

Year Created	2022
Total households in City (Percent renters)	9,523 (80.4%)
Allowable Rent Increase	50% of CPI or 4% (whichever is lower)
Units subject to RSO	Est. 2,600 units

Background and Program Operations

History and Context

Bell Gardens, along with Cudahy and Maywood, is one of Los Angeles' County's "gateway cities" due to the large population of Latinx and immigrant workers—many of whom moved to these small, dense municipalities for their affordable housing near factories and warehouses. Rising housing costs, coupled with stagnant lower incomes, created an increasingly untenable situation for tenants by 2021, prompting tenant advocacy groups to call for stricter rent stabilization laws than those outlined in AB 1482.

A large majority of homes in Bell Gardens (80.4%) are renter-occupied and, according to the City's 2021-2029 Housing Element, approximately 88% of renter households fall within the low, very low, or extremely low-income category. The City's Housing Element also indicates that 62% of renter-occupied households are cost-burdened.

In 2021, the Bell Gardens City Council directed staff to explore a permanent rent stabilization program and determine whether the City's majority-renter population would benefit from more targeted, municipal-level tenant protections. City Council reiterated this commitment in the 2021-2029 Housing Element, which called for the reactivation of the Rent Control Ad Hoc Committee. Between 2021 and 2022, the 7-member Rent Control Ad Hoc Committee organized several public workshops to understand additional tenant protections that State law did not address. Bell Gardens has a tenant constituency that was influential in advocating for renter protections beyond those afforded by State law.

Based in part on this advocacy, City Council adopted a Rent Stabilization and Tenant Eviction Protections Ordinance in 2022, with a cap on allowable rent increases at 50% of CPI or 4% (whichever is lower), and with no floor, forgoing staff's initial recommendation of a 3% floor. The ordinance also establishes limits on allowable reasons for terminating tenancy and provides relocation assistance to renters who experience a loss of housing.

Program Operations, Administration and Costs

Administration & Enforcement

The Housing Division sits in the City's Community Development Department and employs five staff members: one Housing Program Manager, two Housing Specialists, one Housing Office Assistant, and one Housing Inspector. Staff divide their time between rent stabilization operations with other services under the Housing Division including rental assistance and the CalHome repair program. Enforcement is largely dependent on tenant-initiated complaints via tenant petitions of noncompliance.

Operating Costs

The City estimated initial operating costs at $1.02 million annually, including software costs of $72,000 (as shared by Gustavo Romo, Community Development Director).

Property owners are required to register all rental units, including those exempt from the RSO, at $156 per unit. According to staff, this revenue covers the operating costs of the rent stabilization program, including salaries for staff, equipment, and contractors (hearing officers).

Program Design

Allowable Rent Increase Formula

The ordinance allows rent increases up to 50% of CPI or 4%, whichever is lower. Property owners cannot increase rent until they have registered rental properties with the Housing Division. Each November, the Housing Division announces the maximum allowable annual rent increase.

Property owners cannot "bank" allowed increases from one year to the next.

Coverage and Exemptions

In addition to units exempted by Costa Hawkins and other state or federal laws, Bell Gardens exempts units in owner-occupied two- and three-unit properties and room rentals in owner-occupied properties, as well as transient occupancy hotels, care facilities, and resident-owned nonprofit housing.

Petition for Rent Adjustment

Property owners can apply for approval to adjust the rent beyond the permitted rent increase formula if they can prove that they are not able to make a "fair and reasonable" return. The Housing Division will consider factors such as the property owner's income and expenses and the physical condition of the rental unit.

The Housing Division has received 30 rent adjustment applications since the ordinance went into effect.

Permitted Rent Increases for Below Fair Market Rent

If a property owner charges rent that is less than 80% of the Fair Market Rent for a Comparable Unit, the property owner can request a rent increase up to 3% (in addition to the permitted rent increase outlined above) from the Housing Division. Fair Market Rent is determined by the US Department of Housing and Urban Development (HUD)'s most recently published Small Area Fair Market Rents (SAFMRs) calculated for the Bell Gardens ZIP code.

As of January 6, 2025, staff has processed 367 Below Fair Market Applications.

The Fair Market exemption is meant to protect smaller property owners' right to a fair return, given that an estimated 30% of property owners in Bell Gardens own less than three rental units.

Capital Improvement Pass-Through

Property owners can apply to have 50% of capital improvement costs passed through to tenants, if the addition of the pass-through cost does not increase rent by over 5%. Capital improvements include additions to the rental unit and exclude regular maintenance or replacement of broken appliances. Pass-through costs that exceed 5% of the rent may be prorated across multiple payments to allow the property owner to pass through the cost. The Housing Division has not received any capital improvement petitions to date.

Tenant Rent Increase Contest Forms

Tenants can file for rent adjustments if the property owner has unlawfully increased the rent or failed to maintain the habitability of the property. As of January 5, 2025, the Housing Division has received 31 tenant rent increase contest forms.

Appeals

Tenants and property owners may appeal decisions from the Housing Division within one month of the final decision. To date, the department has received one appeal for a fair market return application from a property owner.

Penalties

Tenants and property owners found to be in violation of the ordinance or of the department's procedures may be subject to:

- **Administrative fines**: Up to $1,000.
- **Criminal penalty**: $1,000 fine, 6-month county jail imprisonment, or both.
- **Defense to eviction**: If a property owner tries to evict a tenant, the tenant can make a case that the property owner violated the RSO to prevent eviction.

Sources

- City of Bell Gardens 2021-2029 Housing Element.
- "Rent Stabilization and Tenant Eviction Protections Ordinance" City of Bell Gardens 2022.
- "Southeast L.A. County cities enact rent control to keep residents housed," Los Angeles Times, 2023.
- Interview with City staff.

CASE STUDY | RENT STABILIZATION AND JUST CAUSE PROTECTION ORDINANCE

Ojai, CA

Case Study Summary and Relevant Lessons

Ojai provides an example of a minimal program design, with low program costs and low administrative requirements, though the effectiveness at protecting renters may also be limited.

Ojai's rent stabilization program has minimal administrative requirements designed to adapt to the City's limited housing staff. The ordinance's 4% fixed cap on allowable rent increases is intuitive and predictable for tenants and property owners. City staff have limited capacity. The City's enforcement will largely occur through a citation process only but still allows tenants to file civil suits. Because the program anticipates fewer complaints, Ojai's program costs are significantly lower than other city programs. Ojai is one of the smallest communities in California to have a rent stabilization program, and one of a few that uses a fixed annual cap on rent increases rather than a CPI-based formula.

Key Facts	
Year Created	2023
Total households in City (Percent renters)	3,029 (35.2%)
Allowable Rent Increase	4% fixed cap
Units subject to RSO	Est. 417

Background and Program Operations

History and Context

Rising housing costs in Ventura County made housing increasingly unaffordable for renters in Ojai, leaving more than 58% of renter households with housing cost burden. In 2023, the City of Ojai directed its Community Development Department to explore the impacts of a stricter rent increase limitation than AB 1482. The Department concluded that a 4% cap would allow property owners to maintain fair and reasonable returns while also limiting rent increases.

Program Operations, Administration and Costs

Administration & Enforcement

The Community Development Department employs one full time planner to oversee the program, with some additional management time from a second staff person. Enforcement relies on tenant-initiated complaints.

Operating Costs

In its first year, the ordinance had an estimated cost of $125,000, including staff time to register properties, provide outreach, and respond to complaints. The current cost is estimated to be between $80,000 and $100,000. This cost is much lower than peer cities' estimated RSO program costs (approximately $1 million per year). The program does not charge a registration fee.

Program Design

Allowable Rent Increase Formula

Ojai's RSO allows annual rent adjustments up to 4%.

Coverage and Exemptions

In addition to units exempted by Costa Hawkins and other state or federal laws, Ojai exempts units in owner-occupied two- and three-unit properties and room rentals in owner-occupied properties, as well as transient occupancy hotels, care facilities, and resident-owned nonprofit housing.

Rent Adjustment Application

Property owners may file rent adjustment applications with the Community Development Department if they can prove that the 4% limitation will prevent them from receiving a fair and reasonable return.

The Community Development Department will consider factors including change in CPI, capital improvements to the unit, and the habitability or quality of services provided to the tenant.

Property owners cannot increase rent (whether by 4% or otherwise) if they fail to comply with state health and safety standards and/or fail to make repairs ordered by the City.

Since 2022, the department has received 12 rent adjustment applications.

Tenant Petition for Noncompliance

Tenants can file a petition against a proposed rent increase with the Community Development Department, in which the tenant should include a statement a reduction in housing services or how the increase is in violation of the 4% cap.

Appeals

Tenants and property owners may file for appeals to the Planning Commission. All hearings will be conducted within 60 days of receipt of the appeal application and final decisions will be made within 20 days of the hearing. Tenants and property owners can request judicial review of a denied appeal request in the Superior Court.

Penalties and Enforcement

Tenants and property owners found to be in violation of the ordinance may receive:

- **Civil citation**: Property owners will owe three times the cost of rent paid more than the allowable increase by the tenant and/or the cost of damages to the unit. The Court may decide to add the tenant's attorney fees and costs to this as well.
- **Criminal penalty:** Any person lawfully convicted of ordinance violation may be charged with a misdemeanor.
- **Civil remedies:** Tenants can bring civil suits to state or federal court.

Sources

- "City Council approves rent stabilization and tenant protection law for some renters," Ojai Valley News, 2023.
- "Ojai takes initial step to restrict rent increases for apartments," Ventura County Star, 2023.
- "Rent Stabilization and Just Cause Protection Ordinance," City of Ojai 2023.

CASE STUDY | ORDINANCE ESTABLISHING RENT STABILIZATION REGULATIONS

Maywood, CA

Case Study Summary and Relevant Lessons

The City of Maywood's program is an example of a less restrictive program catered to a lower-income tenant-majority community.

In 2021, influenced by the precedent rent stabilization programs established by neighboring cities like Bell Gardens and Cudahy, tenant advocacy groups called for a permanent rent stabilization program.

Maywood ultimately followed a pattern of Southeastern cities in LA County, like Bell Gardens and Cudahy, in implementing more restrictive tenant protections for its community of mostly low-income renters. Maywood's rent stabilization formula (100% of CPI; 4% cap) is relatively less restrictive compared to Bell Gardens (50% of CPI; 4% cap) and Cudahy (100% CPI; 3% cap).

Maywood's rent registration fee is the lowest of the five programs covered ($90) and has the smallest program staff size (1 FTE in the Housing Department).

Key Facts

Year Created	2023
Total households in City (Percent renters)	6,538 (69.8%)
Allowable Rent Increase	100% CPI, up to a 4% cap
Units subject to RSO	Est. 2,063

Background and Program Operations

History and Context

Like Bell Gardens, Maywood is home to a high population of low-income renters, most of whom are Latinx workers who moved to smaller, denser cities in Southeast LA County for their affordable housing proximate to manufacturing warehouses and factories. The City of Maywood's 2021-2029 Housing Element found that an estimated 20% of Maywood's households experience poverty—more than double the household poverty rate in the Southern California Association of Governments region. An estimated 62.3% of Maywood's renters are rent-burdened and an additional 30% are excessively rent burdened. The Housing Element calls for the City to explore establishing a permanent rent stabilization program to put in place following the expiration of temporary LA County rent stabilization. Maywood ultimately followed a pattern of Southeastern cities in LA County, like Bell Gardens and Cudahy, in implementing more restrictive tenant protections for its community of mostly low-income renters. Since these cities are proximate to each other, they share a broad tenant advocacy coalition that consecutively advocated for rent stabilization programs in Bell Gardens, Cudahy, and Maywood. Despite this, Maywood's rent stabilization formula (100% of CPI; 4% cap) is relatively less restrictive compared to Bell Gardens (50% of CPI; 4% cap) and Cudahy (100% CPI; 3% cap). The City adopted its local rent stabilization ordinance in 2023.

Program Operations, Administration and Costs

Administration & Enforcement

The Housing Division sits within the Building & Planning Department and employs one FTE, a Housing Specialist. Enforcement relies largely on tenant-initiated complaints via petitions of noncompliance.

Operating Costs

Total program costs are unknown, but the Community Development Department collects revenue from rent registration fees ($90 per covered unit). Based on the estimated program size, this may produce revenues of approximately $270,000 per year.

Program Design

Allowable Rent Increase Formula

After September 2023, property owners may increase rent for covered units up to 100% of CPI, with a cap of 4%. The Department announces the maximum allowable rent increase every year on July 1.

Coverage and Exemptions

In addition to units exempted by Costa Hawkins and other state or federal laws, Maywood exempts units where the property owner or their immediate family lives, as well as transient occupancy hotels, care facilities, and resident-owned nonprofit housing.

Pass-Through of Capital Improvement Costs & Rent Registry Fee

Property owners can pass through 50% of capital improvement costs to tenants. Eligible capital improvements must have a useful life of at least five years, be permanently fixed in place, and be appropriate to the use of the rental unit. Property owners must file an application with the Community Development Director to approve the pass-through cost.

Property owners can also recover 50% of the rent registration fee from the tenant. However, property owners can only collect one pass-through fee at a time.

Property Owner Application for Rent Adjustment

Property owners can file rent adjustment applications with the Community Development Department if they can prove that they must increase the rent beyond the cap to earn a fair and reasonable return. Habitability: Property owners cannot increase rent (whether by 4% or otherwise) if they fail to comply with state health and safety standards and/or fail to make repairs ordered by the City.

Tenant Petition for Rent Adjustment

Tenants can file a petition with the Community Development Department to claim that a proposed rent increase is in violation of the ordinance or that there has been a reduction in housing quality.

Appeals

Property owners or tenants can contest the Director's decision on rent adjustment or pass-through applications by filing a request for appeal with the City Clerk. Hearings will be scheduled within 15 to 60 days of receipt of the appeal request. Final decisions will be made within 30 days of the hearing. Tenants or property owners can appeal the final decision to a Superior Court.

Penalties

Tenants and property owners found to be in violation of the ordinance may receive:

- **Civil liability**: Tenants can pursue a civil suit against the property owner.
- **Defense to eviction:** If a property owner tries to evict a tenant, the tenant can make a case that the property owner violated the RSO to prevent eviction.

Sources

- City of Maywood 2021-2029 Housing Element 2022.
- "Ordinance Establishing Rent Stabilization Regulations," City of Maywood 2023.
- "Southeast L.A. County cities enact rent control to keep residents housed," Los Angeles Times, 2023.

South Pasadena Rental Market Scan

Purpose

South Pasadena's rental market trends can help inform the design and evaluation of potential approaches to rent stabilization. The market scan provides analysis of the amount, type, and location of rental housing, as well as the characteristics of renters, with the goal of illustrating the potential need for rent stabilization and quantifying the properties that could become subject to rent stabilization in South Pasadena. If the City pursues a rent stabilization program, this analysis will inform potential program design options, implementation requirements, and cost estimates.

Methodology

The analysis relies on data from 2017-2022 American Community Survey 5-Year Estimates (from the U.S. Census Bureau), American Community Survey Public Use Microdata Sample (PUMS), and Zillow Observed Rent Index.

- **US Census 2017-2022 American Community Survey Five Year Estimates:** The American Community Survey (ACS) produces a wide range of demographic, socioeconomic, and housing data at many geographic levels. This analysis uses 2022 Five Year ACS data (the most current reporting year), which represents the average of data collected between 2017 and 2022. With more years of data, the 5-year estimates provide a more detailed and reliable picture at more geographic levels than ACS 1-year estimates. This analysis primarily uses data on race, income, and renter-occupied units. Data is not available for room rentals, partial unit rentals, or vacation rentals.
- **US Census American Community Survey Public Use Microdata Sample:** The ACS Public Use Microdata Sample (PUMS) is a set of individual records with detailed information about the characteristics of a subset of individual people and housing units reached in the survey. This data does not include personalized information and is aggregated to an area of at least 100,000 people. This data allows for more complex research techniques and is reported in 1- and 5-year estimates like other ACS data.
- **Zillow Observed Rent Index:** The Zillow Observed Rent Index (ZORI) measures the typical observed market rate rent across a given place. ZORI is a repeat-rent index that is weighted to the rental housing stock to ensure it is representative across the entire market, not just those homes currently listed for-rent. The index calculates the mean of listed rents that fall into the 35th to 65th percentile range for all homes and apartments in a given place, which is weighted to reflect the total rental housing stock.

Definitions

This analysis primarily pertains to South Pasadena's rental housing stock and the renters who live in it. ACS data uses the term "Renter-Occupied Units" to denote housing units where renters (i.e., not owners) currently reside (i.e., units are not vacant). Renter-Occupied Homes do not include mobile homes, which are treated differently. Owner-Occupied Units, Vacant Units, and Mobile Home Units are other classifications for unit occupancy. This analysis refers to renter-occupied units, rental homes, and rental homes interchangeably.

Summary of Relevant Takeaways

- **South Pasadena is a majority-renter city.** 53% of South Pasadena's households are renters.
- **There are approximately 3,450 rental homes in South Pasadena that may be subject to a local RSO**. This excludes single family homes and homes built since 1995.
- **Most renters in South Pasadena are not housing cost burdened, but 61% of renter households earning below $100K spend more than they can afford on rent**. Many of these moderate-income renters are likely teachers, civil service workers, and other professionals.
- **Householders who identify as Black, Hispanic/Latino, and Native American, Hawaiian/Pacific Islander, or multiracial (here collectively as "Other") are more likely to be renters than White and Asian householders.** There are very few Black households in South Pasadena, but almost all are renters.

- **Rents have increased rapidly at rates surpassing CPI and LA County since 2016.** Rapid rent increases can be a major strain on some renters.
- **Since 2012, the City lost over 1,750 households earning less than $75,000.** While this could mean existing households stayed in South Pasadena and earned more money, it could likely indicate some displacement of households earning less than $75,000.
- **Most rental units are likely already subject to a degree of rent stabilization under the Tenant Protections Act at the state level.** However, the Act caps rent increases at CPI plus 5% (up to a maximum of 10%), much higher than most local RSO policies. In addition, the Act expires in 2030, meaning the rent increase limits and tenant protections are not permanent. A local RSO in South Pasadena could provide permanent protections, but might not have an immediate impact depending on whether its formula is more or less restrictive than the State's formula.

Implications for Potential RSO in South Pasadena

Market pressures may put some renters in South Pasadena at risk of displacement. RSO could be one tool to help stabilize their housing. While renters in South Pasadena tend to have moderate incomes, they experience sharply rising rents, aging housing stock, and significant turnover. Since 2012 the City lost over 1,750 households earning less than $75,000, and most renters earning under $100k are housing cost burdened. These problems likely disproportionately affect renters of color, who are more likely to be renters. While existing protections limit rent increases some, they still allow for very high rent increases that outpace CPI.

Market Trends

Housing Supply Trends

Renter-occupied homes account for just over half of South Pasadena's housing stock. South Pasadena has approximately 10,250 occupied housing units, and 53% of these are renter-occupied homes. Renter-occupied housing is primarily in small multi-family buildings; 71% of renter-occupied homes are in buildings with fewer than 10 units, and buildings with two to nine units make up the largest share of renter-occupied homes in South Pasadena. Single family homes, which are generally exempt from RSOs in California, account for 30% of renter-occupied units.

The prevalence of small multi-family buildings could indicate a high percentage of small-scale property owners in South Pasadena. According to the Urban Institute, smaller rental properties (defined as two-to-four-unit buildings) are more likely to have small-scale owners.[5] However, it is challenging both to define and identify these smaller, private property owners due in part to the frequent use of Limited Liability Corporations (LLCs) and other intermediary organizations to purchase and hold property.

Table 1. Occupied Homes by Tenure and Building Type (2022)

Typology	Renter-Occupied	Owner-Occupied	Percent of Renter-Occupied Housing
Single Family	1,620	4,070	30%
2-9 Units	2,220	410	41%
10-49 Units	1,210	230	22%
50+	410	60	7%
Mobile Homes	10	10	0%
Total	**5,470**	**4,780**	**53%**

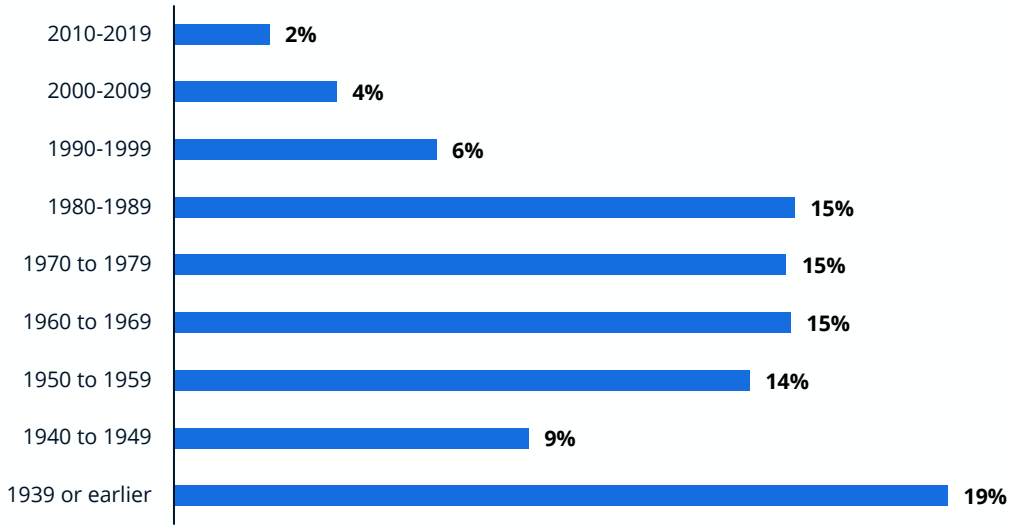
Source: 2022 ACS 5-Year Estimates

[5] Choi and Young, "Owners and Renters of 6.2 Million Units in Small Buildings are Particularly Vulnerable During the Pandemic", *Urban Institute*, 2020 link

Because most of South Pasadena's housing stock was built before 1990, most apartment buildings meet the age threshold to be subject to rent stabilization, and are likely already subject to State rent stabilization. If South Pasadena were to adopt an RSO applicable to 2+ unit rentals built prior to 1995 that exempts single family units, approximately 3,450 housing units would be subject to rent stabilization.

Older housing stock could also correlate with a higher incidence of housing quality issues. 57% of South Pasadena's units are in buildings built before 1969, and 87% are in buildings built before 1990. Without proper upkeep and maintenance, housing stock can degrade over time. A large portion of homes in South Pasadena are more than 30 years old, and almost three quarters were built prior to 1978 which could indicate environmental hazards.

Figure 1. Rental Homes by Decade Structure Built (2022)

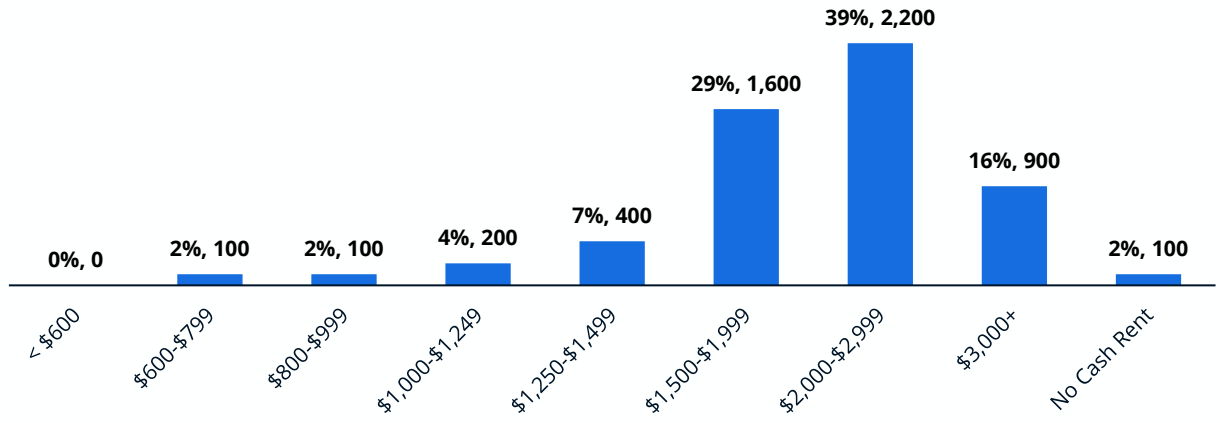


Source: 2022 ACS 5-Year Estimates

Trends in Rent and Rental Affordability

Most rental units are relatively affordable to median income renters. 43% of rental units have rents under $2,000, which are affordable to households making about $73,000. 82% have rents under $3,000, which are affordable to households making $109,000. The median renter household in South Pasadena earns approximately $103,000; this could indicate that many moderate-income renters may choose to live in other communities.

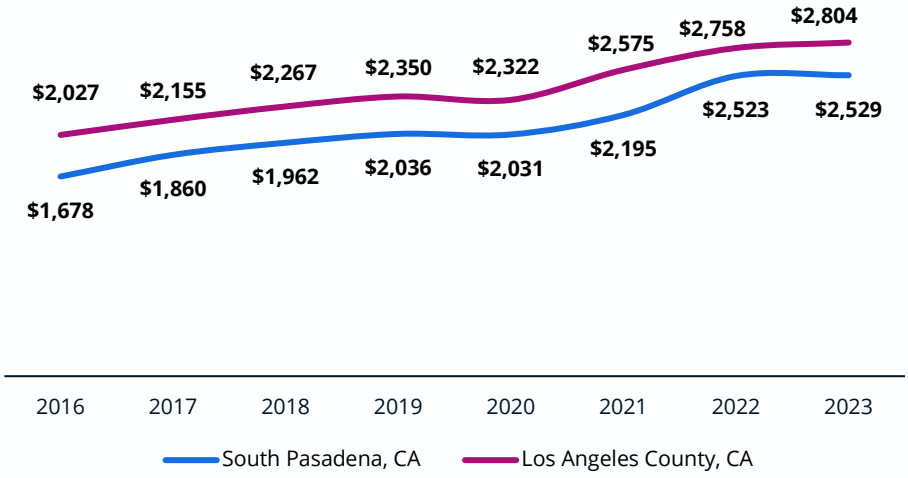
Figure 2. Rental Homes by Rent (2022)



Source: 2022 ACS 5-Year Estimates

Rising rents can be a significant challenge to housing affordability and stability for some renters. Average rent in South Pasadena has increased 51% since 2016, at compound annual growth rate (CAGR) of 6.0%. Comparatively, Los Angeles County rents increased by 38% since 2016, at a CAGR of 4.7%. While South Pasadena's average rents are lower than Los Angeles County's average rents, South Pasadena's average rents are growing more quickly. South Pasadena's rents are also outpacing CPI. The average CPI between 2016 and 2023 was around 4.1%, which is significantly lower than South Pasadena's CAGR of rent. Rent growth was highest during the COVID-19 pandemic; rent increased by 14.9% from 2021 to 2022, the largest annual increase in rent in the past eight years. These types of increases can cause significant strain on some renters, particularly those who are housing cost burdened.

Figure 3. Average Rent Over Time (2016-2022)

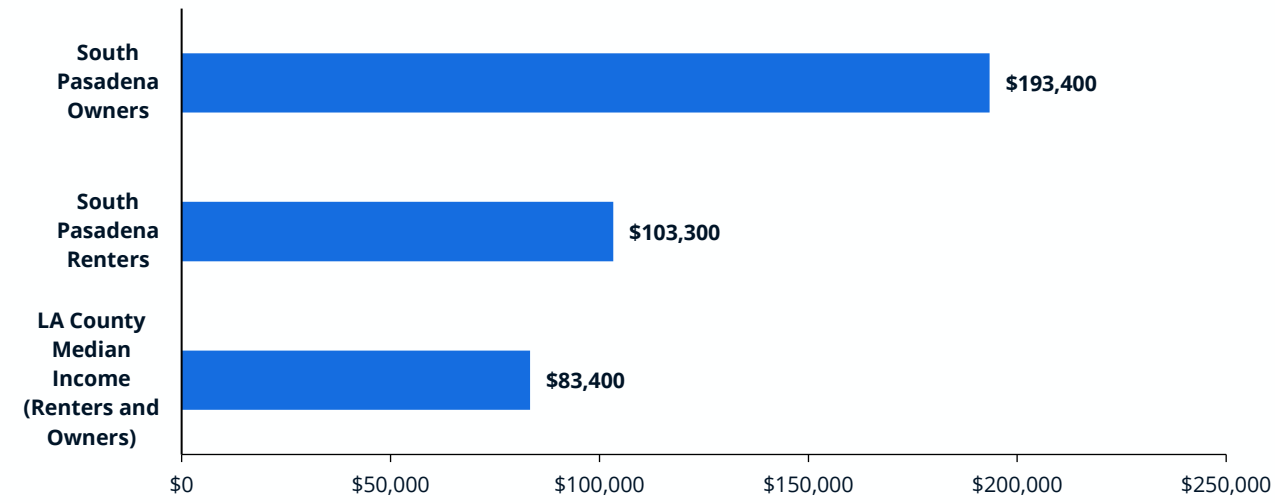


Source: Zillow ZORI Index

Demographic Trends

While there are income disparities between renters and owners within South Pasadena, renters in South Pasadena earn more than the Los Angeles County median income. The median income of homeowners in South Pasadena is $193,000, while the median renter income is $103,000. While this represents a significant disparity locally, both renters and owners have median incomes above Los Angeles County's overall median income of $83,000.

Figure 4. Median Income by Tenure - South Pasadena and Los Angeles County (2022)

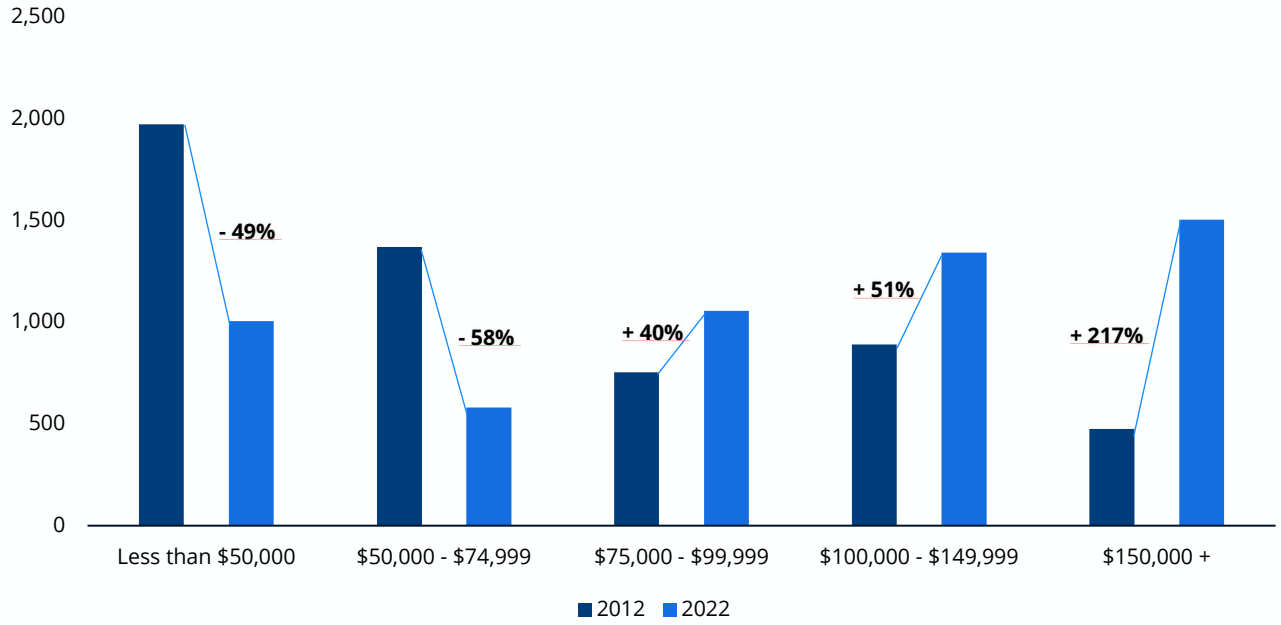


Source: 2022 ACS 5-Year Estimates

This high median income among renters correlates with both a significant decrease in the number of lower income renter households and a tripling of the number of very high income renter households since 2012. The number of renter households earning less than $75K has decreased by 1,755 households since 2012 and is less than half the number of households in this income band in 2022. During that same period, renter households earning over $100K experienced the most significant growth, adding 1,480 households (108% growth). The number of renter households earning over $150K more than tripled from 475 households in 2012 to 1,504 households in 2022, a 217% change. This suggests that lower income renters in South Pasadena have either

1) stayed in South Pasadena over the past decade and experienced significant increases in household income, or
2) left South Pasadena over the past decade as much higher income renters moved in.

Figure 5. Change in Renter Households by Income (2012-2022)



Source: 2012 ACS 5-Year Estimates; 2022 ACS 5-Year Estimates

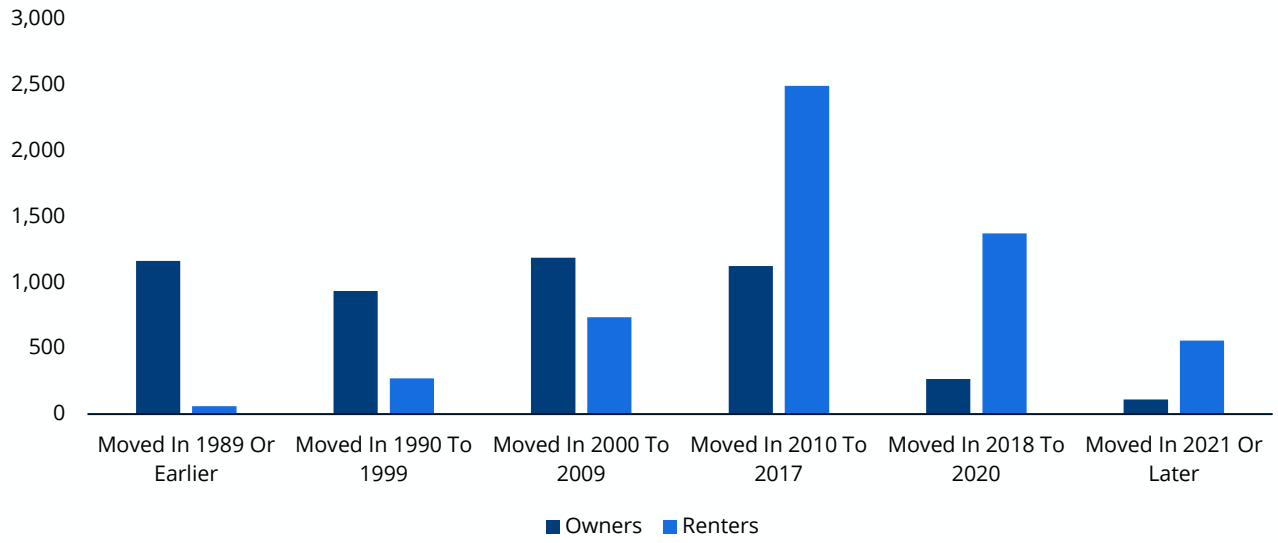
Some of these low- and moderate-income renters who may be struggling to afford housing and remain in South Pasadena are employed in various service sectors that are part of the community's workforce. The jobs in these income ranges can include:

- **Sample occupations with average earnings less than $50K**: Pharmacy technicians, social and human service assistants; medical secretaries & medical records specialists; preschool teachers
- **Sample occupations with average earnings between $50K and $75K:** Plumbers, coaches & scouts, food service managers; child, family, and school social workers
- **Sample occupations with average earnings between $75K and $103K (the median South Pasadena renter income):** Civil engineers, teachers (secondary, middle school, and elementary), accountants, guidance counselors, mental health social workers, electricians, firefighters, social and community service managers[6]

Most renters moved into their homes within the past decade, and many moved into their homes within the past four years. This suggests renter turnover. While most owners moved into their homes more than 10 years ago, long-term renters are rarer. Renter turnover may be associated with housing instability, potentially affecting certain groups of renters, such as those with children.

[6] Source: Lightcast. Average annual wages by occupation in South Pasadena.

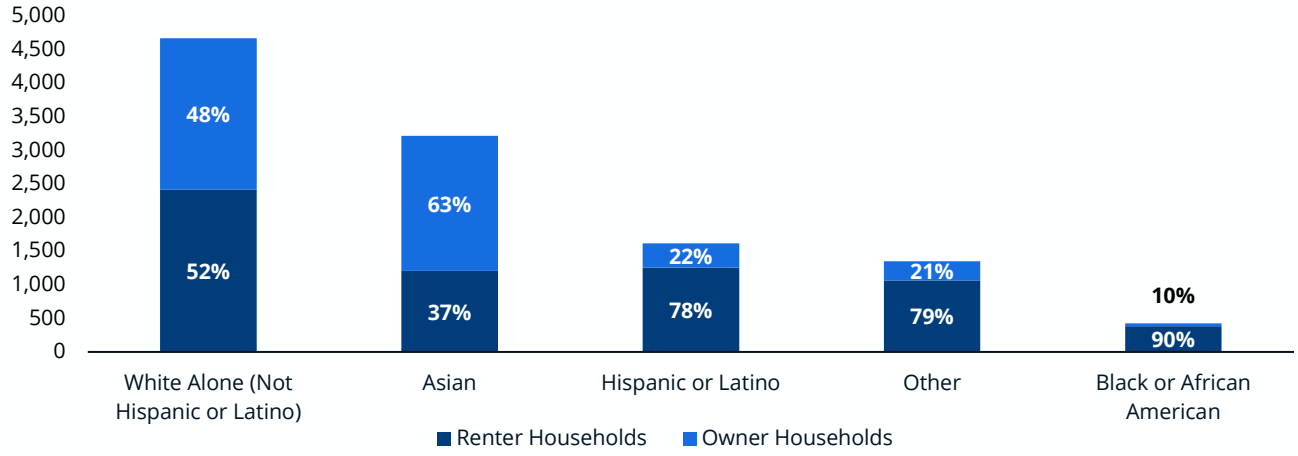
Figure 6. Households by Year Moved in by Tenure (2022)



Source: 2022 ACS 5-Year Estimates

Households who identify as Black, Hispanic/Latino, and Native American, Hawaiian/Pacific Islander, or multiracial (here collectively as "Other") are more likely to be renters than White and Asian households. White and Asian households have relatively low rates of rentership, while Black, Hispanic/Latino, and other groups (including Native Americans, Hawaiian and Pacific Islanders, and multiracial households) have very high rates of rentership. Most households in Pasadena identify as white or Asian.

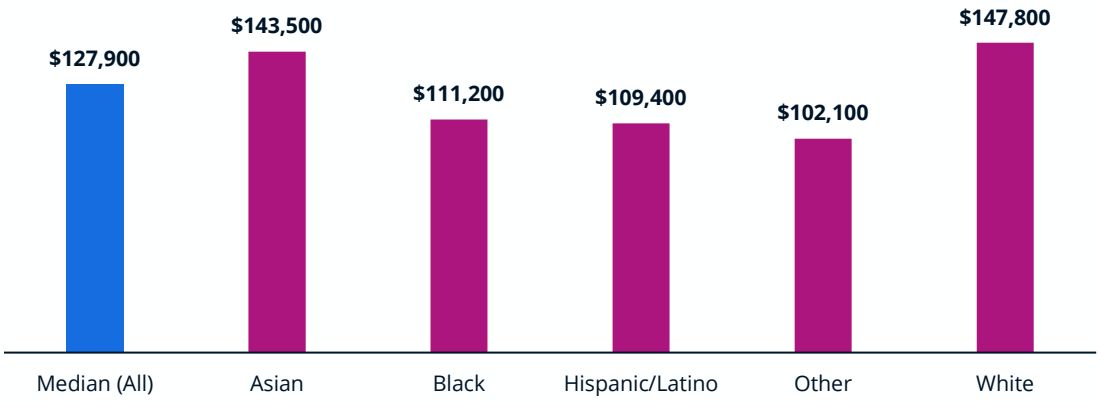
Figure 7. Household Race/Ethnicity and Tenure by Race (2022)



Source: 2022 ACS 5-Year Estimates

Despite disparities in rentership and income by race, households across races have relatively high incomes. All racial groups have median incomes above $100,000. White and Asian households have the highest median incomes with incomes of $148,000 and $144,000, respectively. Hispanic/Latino and Other households have the lowest, with median incomes of $109,000 and $102,000, respectively. In a regional context, all of these groups have higher median incomes than the Los Angeles County median income. In the local context, non-white households—especially Black, Hispanic/Latino, and Other households—have lower median incomes than white households.

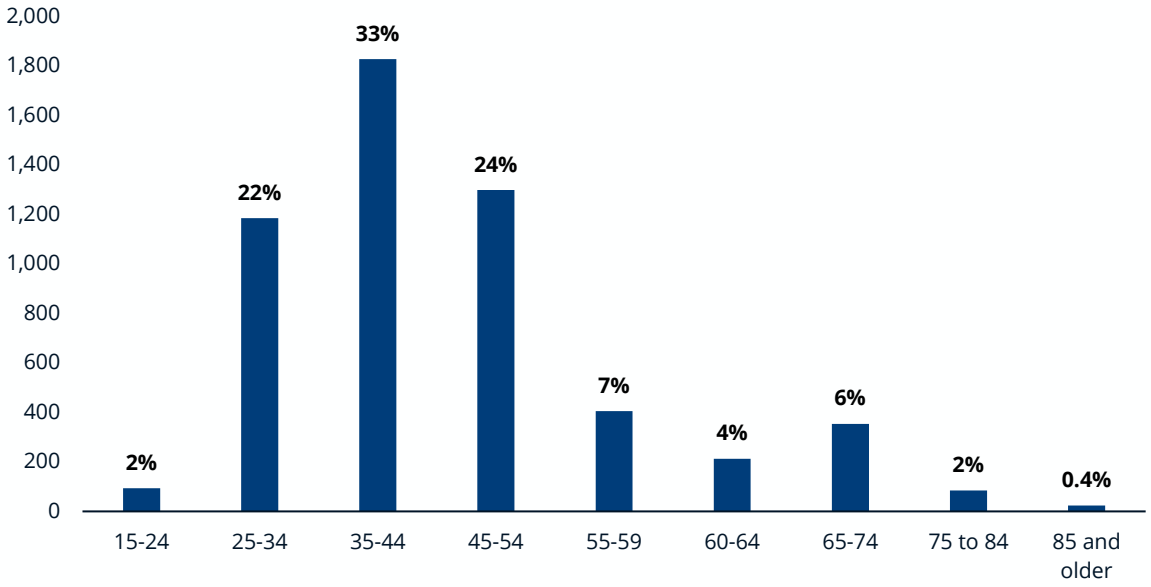
Figure 8. Median Income by Race (2022)



Source: 2022 ACS 5-Year Estimates

Most South Pasadena renters range from young to middle aged. Only 2% of renters are under 24, and just over 8% are seniors (65+). These renters represent 556 households, which is roughly 16% of the approximately 3,450 total units that would be subject to an RSO in South Pasadena. Both younger and older renters can be vulnerable to displacement pressures, especially if they have lower incomes or live on fixed incomes.

Figure 7. Renter Householders by Age Cohort (2022)

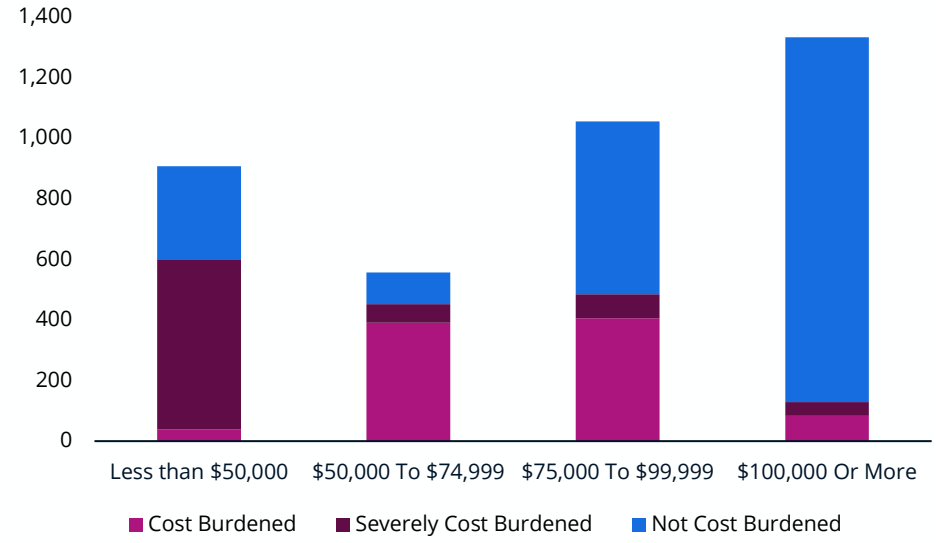


Source: 2022 ACS 5-Year Estimates

More than one third of renters in South Pasadena are paying more for rent than they can afford. When a household pays more than 30% of income on housing costs it is considered housing cost burdened. While 59% of renters in South Pasadena pay less than 30% of their income on housing costs, 21% of renters pay between 30 and 49% of income on housing costs and 15% pay more than 50% on housing cost (severely cost burdened). Renters experiencing cost burden primarily fall below the median renter income, with particularly high rates of housing cost burden for renters with income below $75K. 61% of households earning under $100K—approximately 1,535 households—are housing cost burdened. This represents about 44% of the approximately

3,450 households that would likely be subject to an RSO in South Pasadena. These households are more vulnerable to rising rents and may face increased displacement risk.

Figure 8. Renter Housing Cost Burden by Income (2022)



Source: 2022 ACS 5-Year Estimates

Stakeholder Engagement Summary

Purpose

HR&A conducted two stakeholder focus groups, one with property owners and industry representatives and one with tenants and tenant advocates. The purpose of this stakeholder engagement was to meet with a small but representative group of stakeholders who could be impacted by rent stabilization in South Pasadena to:

- Understand how a rent stabilization ordinance in South Pasadena might impact various stakeholders, including property owners, property managers, and tenants;
- Understand the interests, concerns, and needs of these potentially impacted stakeholders;
- Assess perceptions of a potential rent stabilization ordinance; and
- Solicit input on the potential design of a rent stabilization ordinance.

These focus groups were the first of two rounds of focus groups that HR&A will conduct during this study.

Methodology

HR&A conducted the property owner stakeholder focus group virtually on December 3, 2024. The session lasted 60 minutes, though the team remained after the session to hear all comments. In this session, HR&A provided a brief informational presentation, conducted polling to capture participant information, and facilitated discussion with attendees to solicit input. HR&A conducted the renter stakeholder focus group in-person on December 11, 2024 for 60 minutes, again also remaining beyond 60 minutes to hear all comments. HR&A provided the same informational presentation, conducted similar polling, and facilitated discussion. These focus groups were meant to gather deeper insights from a small group of stakeholders.

Figure 9. Stakeholder Roundtable Attendance

Property Owner Affiliation	Number	Percent
Property Owner	7	53%
Apartment Industry Representative	1	8%
Both	2	15%
Did Not Respond	3	24%
Total	**13**	**100%**

Renter Affiliation	Number	Percent
Tenant	7	70%
Tenant Advocate	1	10%
Both	1	10%
Did Not Respond	1	10%
Total	**10**	**100%**

Summary of Relevant Takeaways

Several themes emerged from these roundtables which can inform decision-making about a potential rent stabilization ordinance in South Pasadena.

Concerns of Property Owners and Apartment Industry Representatives

In general, property owners expressed concerns over their ability to invest in their properties, earn a fair return, and continue to operate in the South Pasadena market if a rent stabilization ordinance were put in place.

- **Increased operating costs can affect property owners' ability to make reasonable returns.** Property owners cited rising costs from insurance premiums, waste collection fees, high interest rates, local bonds, and capital improvements required by state and county mandates, such as air conditioning requirements. Property owners believe that they should have mechanisms to pass-through increased costs and appeal limits that impact their ability to make a fair return.
- **Property owners believe the petitions and appeals processes to earn a fair return must be straight forward and effective.** Property owners cited concerns with other RSOs that had not established appeals processes or had onerous appeals processes. Property owners referenced a study from West Hollywood that found that owners did not make capital improvements to their properties because the

appeals process was unclear, lengthy, and burdensome. Stakeholders feel that the appeals process must be clear and expeditious to allow property owners to maintain a fair return as expenses increase and to allow owners to more easily pursue maintenance and improvements.

- **Property owners believe that an RSO will decrease housing quality standards.** Property owners believe that an RSO reduces the incentive to invest in improvements to rental properties. In a city with older housing stock, this could lead to deteriorating housing quality.
- **Some small-scale property owners feel an RSO could contribute to a decision to sell their properties.** Many of the property owners in attendance identified themselves as small-scale, private property owners, and shared that rising costs threaten to drive them from the market. They noted that they had seen cases of other small-scale property owners selling to larger-scale corporate owners. (Tenants noted similar examples of sales to larger-scale owners, and that often those sales resulted in negative consequences like larger rent increases and reduced maintenance and services.) One property owner asserted that smaller landlords "provide the naturally occurring moderate income housing in [South Pasadena]…We want to maintain our buildings with good residents and not create high turnover", and noted that new construction units often have much higher rents.
- **If South Pasadena decides to pursue an RSO, property owners noted that they would like to inform its design and would like representation on the rent stabilization board.** Attendees cited Pasadena's rent control board composition, which requires seven tenant representatives (one for each district) and four "At Large" representatives, who can live in any district, who may or may not be tenants, and who may or may not have material interest in rental property.
- **Property owners agreed that if South Pasadena pursues an RSO, it should allow increases to track CPI and should consider mortgage rates.** Property owners felt that AB 1482, which allows CPI + 5% up to a 10% cap, allowed them to raise rent enough to match expenses. They felt that RSOs that restrict property owners to increases below CPI would be unfairly burdensome. However, some owners noted that CPI is not an accurate measure of the changes in property management expenses.

Concerns of Tenants and Tenant Advocates

Tenants and advocates cited a range of difficulties accessing stable and affordable rental housing in South Pasadena.

- **Tenants asserted that they regularly face rent increases up to the maximum allowed by state law. Many tenants shared experiences receiving illegal rent increases.** Tenants shared that they have faced maximum allowable rent increases since AB 1482 went into effect in 2020. This could mean that for some tenants, rents may have increased by as much as 10% in some years. Tenants—many of whom were civil servants, teachers, and other community-serving professions—noted that their incomes have not kept pace with these significant rent increases. Several noted times their property owners had instituted rent increases beyond the maximum allowed. While some tenants in their buildings were able to contest those increases and reduce their rents, other tenants chose not to contest those increases out of fear of losing their homes.
- **Some tenants expressed that they experience disparate levels of service from their property owners and have reported feeling harassed.** Tenants described situations in which they experienced confusion and fear due to actions of their landlords. These experiences resulted from a lack of responsiveness to requests for services, illegal rent increases, cash for keys offers, and surprise notices of lease updates that were only provided in English to households for which English was a second language. Tenants also stated that they believed there to be disparate levels of service between longstanding tenants and tenants who moved into newly vacated units that are charged more expensive rent.
- **Tenants said that they experience reductions in service without recourse.** Tenants described losing access to washing machines and having utility charges added to their rents. They expressed that these

new expenses were not considered rent, nor were they part of the lease agreement, so tenants felt they had no recourse to challenge these reductions in service or make claims to reduce their rent. Tenants shared their desire for an appeals process that considers reduced services as an increase in costs so that a potential RSO's limits on rent increases more accurately reflects the totality of tenants' housing costs.

- **Tenants expressed a desire for clear enforcement mechanisms, appeals channels, and South Pasadena-specific tenant protection resources.** Tenants stated that they felt as if they had nowhere to turn with questions or concerns regarding rent increases, reductions in service, habitability, and landlord harassment. They suggested that the City should consider ways to provide efficient, accessible support to tenants. They noted that this could include: standard letters that they can provide on behalf of tenants stating that the City has received reports of illegal rent increases; and tenant appeals processes for reductions in service.
- **Tenants want an RSO accompanied by broad eviction protections, relocation protections, and education on rights.** Tenant advocates noted that while RSO is limited by state law, the City should consider comprehensive eviction protections, relocation protections, and mandated notices of tenants' rights that apply to all units. Tenants believe these protections will allow tenants to feel more comfortable and informed advocating for themselves against hazardous property conditions and reductions in service.
- **Tenants shared that they experience significant habitability issues even without RSO.** Some tenants noted injuries and health hazards caused by failure to maintain properties. They noted that there is little recourse beyond local code enforcement offices.
- **Tenants expressed difficulties associated with property sales from small landlords to corporate owners.** Several tenants noted that their buildings had recently undergone sales from small-scale landlords to corporate owners. Some expressed that they had more personal relationships with their former landlords; their new landlords were less present, and did not communicate with them directly. They shared that their new landlords were more likely to increase rent and neglect repairs than their smaller-scale former landlords. Though there were also examples shared of small landlords that failed to properly maintain their properties.
- **Tenants had questions about how property owners must register.** Tenants believed that their landlords do not have the appropriate licenses to operate in South Pasadena, and that the City should consider enforcing licensing requirements as a way to strengthen tenant protections.

Implications for Rent Stabilization in South Pasadena

Any intervention to support rental affordability and stability in South Pasadena can aim to balance the needs of tenants with the right of property owners to earn a fair return, and should consider how it can avoid discouraging maintenance and upkeep or making it overly difficult for small, private owners to manage rental properties. Based on stakeholder input, there are a few factors that the City should consider in evaluating potential interventions:

- **It may be worth considering the retention of renter households as a priority for South Pasadena.** Many of South Pasadena's renters are moderate-income and may face challenges, such as rising rents, that could impact their ability to remain in the community. South Pasadena may consider various approaches that could retain this population, such as with additional tenant protections and support for improved rental housing conditions; increasing the supply of subsidized affordable housing and small multifamily rental homes; and providing homeownership assistance.
- **Retention of small, private housing providers is another priority that may be worth considering.** These property owners are more likely to provide unsubsidized affordable and moderately-priced rental

housing than larger corporate investors.[7] Tenants and property owners agree that sales of properties to corporate investors and other large property owners, which have been occurring in South Pasadena, are not preferred outcomes. The City can explore ways to support these housing providers, including by providing exemptions to small-scale property owners (though due to the likely prevalence of smaller property owners in South Pasadena, an exemption is likely to significantly reduce the extent of benefits of rent stabilization for tenants); by providing alternate regulations such as increased passthroughs, reduced fees, or alternate rent increase caps; by providing low-cost funds for repairs to rental properties; or by providing informational or capacity-building support such as training and technical assistance.

- **Clarity of information and processes would benefit both tenants and property owners.** Overly complex regulations and high compliance costs could burden property owners, and many tenants could benefit from better information about their rights, available assistance, and opportunities for recourse when property owners take illegal action. It may be beneficial to consider making any new regulations as streamlined and intuitive as possible, ensuring they provide clear processes for both tenants and property owners to pursue adjustments or other recourse. The City can also provide informational materials describing the regulation, any available resources, and the rights of property owners and tenants.

[7] Noble and Walker, "Ensuring Safe and Affordable Housing Stock Starts with Understanding Who Owns Rental Units", *Urban Institute*, 2022 link

Preliminary Design Options

Formula for Allowable Rent Increases

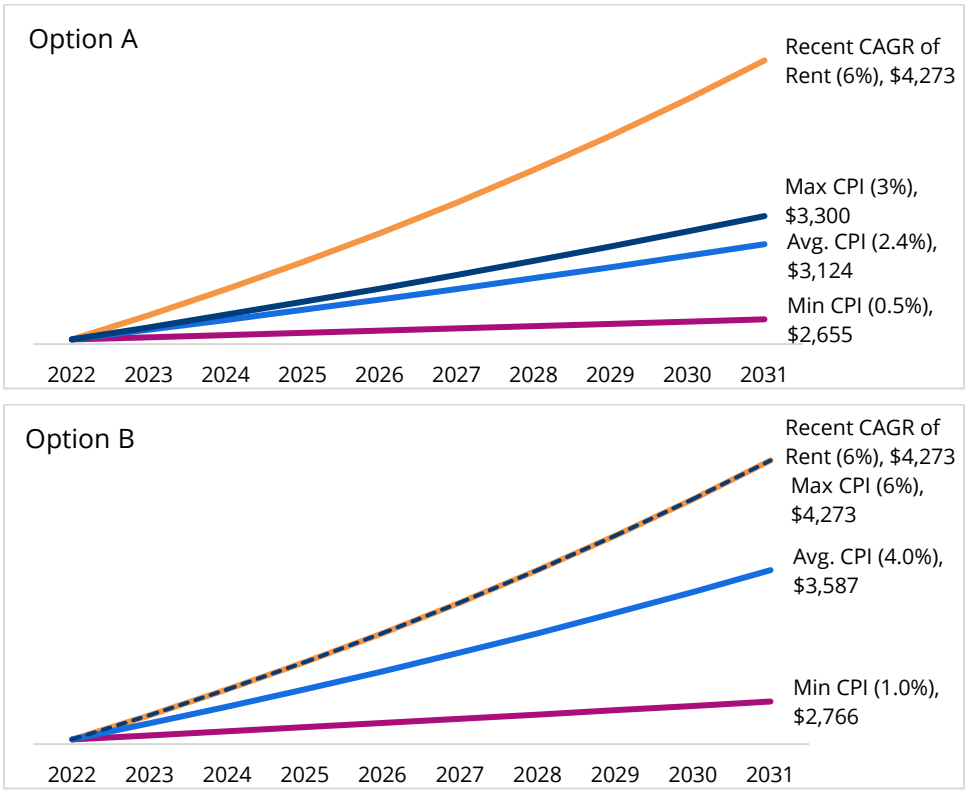
There is no single objectively correct mechanism, structure, or percentage by which rent increases should be regulated. While there is a very broad range of possible approaches, local ordinances must limit increases beyond what is allowed by state law in order to take effect in practice. South Pasadena's housing element reinforces this, stating that "a local rent stabilization program would establish a lower cap on rent increases than that set in the Tenant Protection Act." Because of this, the options that follow only show program design options that set lower caps than the state. These options also only include CPI-based formulas because they are generally considered more market-responsive than fixed percentage formulas.

Based on these considerations, and if the City decides to proceed with a RSO, the City could pursue one of the options below or another approach.

Option A: Maximize restrictions on rent increases	
Policy Objectives	The City could adopt a restrictive formula for rent increases to maximize protections for existing tenants. This option has some similarities to other recent RSO formulas in Los Angeles County
Formula Approach	60% to 80% of CPI, cap of 3 to 4%, no floor
Other Considerations	The City would likely need to pair this approach with a higher degree of passthroughs as well as protections or resources for small property owners, which could increase the administrative cost and complexity of the program.
Option B: Protect renters from large annual increases	
Policy Objectives	The City could adopt a more moderate formula to reduce rent increase below those allowed under the Tenant Protections Act while allowing flexibility for property owners as costs fluctuate. This formula would restrict rent increases to a few percentage points except in high-inflation years, and would protect against large annual increases in rent.
Formula Approach	100% of CPI, cap of 5 to 8%, floor of 0% to 2%.
Other Considerations	Though the City could allow "banking" to reduce property owners' incentive to raise rent the maximum allowed every year, this would both increase the administrative cost and complexity of the program and reduce protections against large one-year increases in rent.

Using low, median, and high CPI figures for Los Angeles County in the past five years (a high-inflation period), it is possible to project a range of potential rental growth scenarios for the 2022 average rent (approximately $2,500) under Option A (using 60% CPI with a 3% cap) and Option B (using 100% CPI with a 6% cap and 1% floor). Except under the highest inflation conditions, both options project rent increase rates that are below recent compound annual growth rates. The percentages shown represent the allowable rent increase under each CPI and formula condition.

Figure 9. Projected Rent Growth under Various CPI and Rent Stabilization Formula Conditions



Administrative Approach

Because South Pasadena is a small city, it might be worthwhile to consider streamlining any proposed administrative approach, while balancing the need to provide transparency, support, and public oversight to the RSO. A potential program would not require administrative investments at the scope or scale of San Francisco or Los Angeles – instead it could aim to be minimally intensive while accomplishing its core goals. As such, the program could have an intuitive formula for allowable rent increases that can be determined and approved by program staff once a year. Most processes and approvals could be administrative, forms could be available to submit online or in paper format, and the City should consider how it would maintain a secure database for registration data. Staffing levels in precedent programs in peer cities suggest that as few as one to two full-time equivalent (FTE) staff could achieve this level of administration. At this baseline level, their primary responsibilities would be to calculate and publicize allowable increases, process petitions and appeals, produce and disseminate program information, respond to complaints, and enforce policy. Additional administrative functions, such as maintaining a rental database, monitoring increases, and supporting a public oversight board, could require an additional two to three FTE staff.

Approach to Enforcement

Greater enforcement could create additional program and administrative complexity, but some level of enforcement would be necessary to ensure program effectiveness. For small-scale RSO programs, there are two primary approaches to enforcement:

- **Tenant-led enforcement,** which relies on tenants reporting illegal rent increases or other illegal landlord activities. This approach would be most effective if paired with education for tenants about their rights and processes to report violations.
- **Data-supported enforcement,** which establishes a system of collecting and tracking data on rental units and rent increases to identify illegal increases.

Tenant-led enforcement requires staff dedicated to educating tenants and receiving, processing, and acting on tenant reports of illegal rent increases. These responsibilities would likely require 1-2 full-time equivalent (FTE) staff position based on program staffing of peer cities. Including a data-supported approach that goes beyond a tenant-led approach would require at least one additional staff person to monitor data to proactively track rent increases and identify illegal increases, and would also require additional one-time costs to establish such a system.

Approach to Oversight

The City could consider establishing a public oversight board. This board could be made up of representatives from the community, including renters and property owners. The role of the board could be primarily to review appeals and advise on any policy changes. This approach could add approximately one full-time equivalent (FTE) staff position to support board operations and to coordinate staff activities with board activities. It also adds a board of five to nine community members, which can add a small additional cost if those members receive stipends.

Other Design Parameters

Allowable Pass-Through Costs

It is a common practice among California RSOs to allow property owners to "pa ss-through" up to 50% of the cost of certain capital improvements to tenants. This type of passthrough cost could help property owners comply with regulations that require capital improvements (such as the County's air conditioning ordinance) and may also reduce the disincentive for property owners to maintain and repair rental units.

If the City were to adopt a RSO with a more restrictive formula for allowable rent increases, it may also consider allowing more types of passthrough costs, such as 50% of registration fees, which may help some property owners earn a fair return.

Other Tenant Protections

The protections in AB 1482, including the requirement that property owners provide just cause for eviction and relocation assistance for tenants with "no fault" evictions, expire in 2030. South Pasadena's Just Cause for Eviction Ordinance already includes these protections.

Based on engagement with tenants and advocates, South Pasadena might benefit from clear processes for tenants to understand their rights and pursue complaints against property owners who engage in illegal activities. An RSO could potentially provide a process for this. However, tenants' rights protections could be more impactful when tenants have information and resources, including knowledge of their rights. The City could require property owners to provide tenants with written notice of their rights in multiple languages, could post information on its website, and could provide referrals to tenants' advocates and other resources.

Retention of Small Property Owners

Small scale property owners are often an important source of naturally occurring affordable housing. Many South Pasadena tenants perceived a decrease in the quality of their housing after their buildings were sold from small scale owners to large corporate owners. Because of this, considerations may be given to minimizing any potential impacts of an RSO on South Pasadena's small scale property owners. One possible way to support and retain small property owners within a RSO could be the creation of a Small Landlord Fund. This would be a fund that could provide small low-interest or 0% interest loans to property owners with a small number of units to make needed repairs or improvements, or to convert market rate homes to affordable housing. In some cases, borrowers may be required to rent their properties to income-qualified households, such as households at or below 80% of the Area Median Income. A Small Landlord Fund could help retain small, private housing providers by helping them make necessary capital improvements (such as complying with air conditioning requirements or making repairs to critical systems), and could help ensure that renters have access to safe and quality housing.

If the City were not able to create a Small Landlord Fund, it could explore creating an alternate cap (such as an additional 2%) for small, private property owners. Culver City provides an exemption for small property owners,

which it which it defines as non-corporate owners with direct or indirect economic interest in no more than two rental units. Due to a likelihood that a large number of rental units in South Pasadena subject to RSO may be owned by smaller entities, if the City creates an exemption or alternate regulation for these owners it may be worthwhile to consider narrowing the definition of "small" to some degree.

Next Steps

If authorized by City Council, HR&A can produce a refined program design and cost estimates for a preferred approach to rent stabilization in South Pasadena.

City Council Agenda Report

ITEM NO. 11

DATE: February 19, 2025

FROM: Janet Braun, Mayor

PREPARED BY: Domenica Megerdichian, Deputy City Manager

SUBJECT: **2025 CITY COUNCIL PRIORITIES**

Recommendation
It is recommended that the City Council discuss and adopt the proposed 2025 City Council priorities, as submitted by respective Councilmembers and compiled by Mayor Braun.

Executive Summary
On December 18, 2024, the City Council directed staff to agendize a discussion of City Council goals, how they relate to the budget, and a City Master Schedule (Motion by Mayor Braun, Second by Councilmember Ferguson).

Background
After the Council's action in December 2024, Councilmembers submitted their respective proposed priorities to staff. Mayor Braun compiled and organized the suggestions into five key areas: 1) Finance, 2) Infrastructure, 3) Housing, 4) Governance, and 5) Operational Efficiencies. Each of these five "pillars" encompass specific enumerated priorities.

Analysis
The City Council has expressed its desire to adopt 2025 City Council policy priorities to provide clear direction to the City Manager and staff as to its expectations for the next calendar year.

Fiscal Impact
Staff will return to City Council concerning financial implications/planning associated with the respective priorities as the need arises.

Commission Review and Recommendation
This item was not reviewed by a Commission.

Attachment:
Attachment No. 1 - City Council Priorities 2025

City of South Pasadena
City Council Priorities 2025

This is a compilation of the priorities submitted by each Councilmember organized under five main "pillars".

1. Finance

   The most critical area to be accomplished in calendar year 2025 is work toward accurate financial reporting and budgeting. Accurate financial statements must be produced to enable decisions on all other priorities.

   a) LSL, LLP progress to complete necessary accounting and reporting through the year. FY2024 audit complete by June 30, 2025; FY2025 audit in progress by November 2025; FY2025 midyear budget review by Council in March 2025; FY2026 budget adopted by June 30, 2025; five-year projections complete by September 30, 2025
   b) Determine the cadence for regular financial reports to be submitted to Council and Finance Commission; schedule due July 31, 2025
   c) Hire Finance Director and Senior Accountant (Controller) due September 2025 and rebuild the Finance Department team
   d) Establish and start meeting with the Infrastructure Financing Working Group, the mission of which is to study options for financing the various infrastructure improvement projects set forth in this list of priorities.

2. Infrastructure

   The City has infrastructure needs that have not been addressed for decades. The proper planning for addressing the repair or replacement of many of these projects must begin with planning and financing.

   a) Streets/gutter repair—Aggressively pursue work toward the comprehensive plan for streets and gutter repair; re-examine the plan to set goals for completion within 6 years and a financing plan (by August 2025)
   b) Establish a sidewalk repair plan and program by December 2025
   c) Complete the Library/Community Center Master Plan with extensive public outreach and present to Council by December 2025
   d) Sponsor 3 meetings with the public to present the Arroyo Golf course master plan and work with the Infrastructure Financing working group to consider funding sources with options presented by November 2025
   e) Begin working on the repair of the Westside Reservoir
   f) Produce a plan and timeline for completion of repairs to Sewer infrastructure in compliance with the Sewer Consent Judgment
   g) Complete negotiations with Athens Services for trash removal in the city by September 2025, and begin rollout of the organics trash collection by June 2025 (include 2 public meetings to explain to residents)
   h) Establish the Corridor Transit Working Group and begin meetings for N/S corridors connection with Alhambra/Pasadena and the E/W corridors connection with Los Angeles and San Marino.
   i) Work on Parks Master Plan for completion and presentation in early 2026; begin construction on the 2 pocket parks

3. Housing

The city will continue to focus on implementation of housing goals and acquisition and sale of CalTrans houses

a) Finalize the Housing Element and zoning and other requirements, including appropriate height limits in the overlay zones and timely submit to the California Department of Housing and Community Development (HCD)
b) Acquire and sell vacant CalTrans houses, with consideration of any properties suitable for affordable housing projects, by October 2025
c) Finalize development agreement with Related California for the Mound/El Centro senior affordable housing development by December 2025
d) Create a working group for Visioning South Pasadena 2050, including the "Mission Mile" and develop 3D models and drawings to represent the vision

4. Governance

Implement current municipal code requirements for governance of Commissions and consider amendments to clarify and combine commissions as approved. Establish regular reporting and performance assessments.

a) City Council sets annual priorities for calendar year by February 15 each year
b) Public Works and Mobility and Transportation Infrastructure Commission (MTIC) are combined and Planning and Design Review Board (DRB) are combined as approved by Council, by April 2025
c) Commission Chairs work with staff liaison to establish meeting agendas, and Commission Chairs present to Council annually in October commission progress
d) Commissions set annual priorities and work plans, consistent with Council priorities by March annually
e) On-board new City Manager and agree to performance evaluation criteria
f) Study role of City Treasurer and evaluate elected/appointed status

5. Operational Efficiencies

Work with the City Manager to establish improved operational efficiencies.

a) Establish a Communications Strategy to better communicate with residents through newspapers, advertisements, social media, newsletters, and direct communications through organizations. Plan due by October 2025
b) Establish a Project Management system to track progress of projects in progress and proper reporting and expense reimbursement system
c) Explore personnel to assist with grants
d) Establish quantifiable Key Performance Indicators (KPIs) for each department
e) Review recruiting and retention practices to recruit, attract and retain outstanding staff members, and consider a third party to conduct exit interviews
f) Successfully finalize Memorandums of Understanding (MOUs) with bargaining units

City Council Agenda Report

ITEM NO. 12

DATE: February 19, 2025

FROM: Sean Joyce, Interim City Manager

PREPARED BY: Roxanne Diaz, City Attorney

SUBJECT: **CONSIDERATION OF ADOPTION OF A RESOLUTION APPOINTING L. TODD HILEMAN AS CITY MANAGER AND APPROVING AN EMPLOYMENT AGREEMENT; AND ADOPTION OF A RESOLUTION AMENDING THE SALARY SCHEDULE FOR THE POSITION OF CITY MANAGER**

Recommendation

The City Attorney recommends that the City Council adopt the Resolution appointing L. Todd Hileman as City Manager and approving an employment agreement between Mr. Hileman and the City; and adopt the Resolution amending the salary schedule for the position of City Manager.

Background

After an extensive recruitment process, the City Council has selected Todd Hileman as the City Manager for the City of South Pasadena. Mr. Hileman is an experienced City Manager with more than 30 years of service in local government. For the past four years, Mr. Hileman has served as the City Manager for the city of Palm Desert, California. His 29 years' experience as a city manager includes positions as city manager across the country, including Wisconsin, Arizona, Illinois and Texas. He has a bachelor of science degree, graduating magna cum laude, from Arizona State University and a Master of Public Administration degree from Northern Illinois University.

Analysis

Recruitment and Selection Process. Recruitment for the City Manager has been underway since July 2024. Initially, the recruitment was managed by the City Attorney's office. However, in order to expand the pool of qualified candidates, the City obtained proposals from seven executive recruiting firms that work in the public sector arena. At the October 2, 2024 City Council meeting, the City Council selected the firm of Ralph Anderson & Associates to assist the City in its efforts to recruit a city manager. Fred Wilson from Ralph Anderson handled the recruitment and his tasks included the development of a candidate profile, conducting a community survey and conducting outreach to potential candidates not only by advertising, but also by personal outreach to potential candidates. The City Council detailed its requirements for city manager candidates in the candidate profile, and prioritized broad experience as a city manager, exceptional management capabilities and strong financial and leadership skills.

Overall, the search resulted in attracting 44 resumes. Candidates had a range of experiences, including private sector experience, and candidates from both in-state and out-of-state

applied.

The recruitment closed in early November, and in December 2024, the City Council as currently comprised, reviewed all candidate resumes and selected six candidates for interviews. Each of the six candidates were interviewed on January 11, 2025. Thereafter, the City Council invited three of six candidates for second interviews on January 17, 2025. After deliberation, the City Council unanimously chose Mr. Hileman for the position as the South Pasadena City Manager.

Summary of Candidate's Background. Mr. Hileman is a successful and experienced executive with 29 years as a City Manager. He comes to South Pasadena from Palm Desert, a growing city in the Coachella Valley area with 55,000 residents, 140 employees and an operating budget of $180 million.

Mr. Hileman began his work in local government managing smaller cities in Missouri and Wisconsin. Working in small cities enabled him to gain technical expertise early in his career in a variety of areas including finance, human resources, public works and public safety. Thereafter, he spent 12 years as the village manager for Glenview, Illinois. He has managed several mid-to-large cities each with its own opportunities and focus areas.

For example, as the Village Manager of Glenview, Illinois, Mr. Hileman managed 325 employees and an annual operating budget of $180 million during his 12-year tenure. He was charged with modernizing the Village's business processes, improving customer service levels and he developed a plan to address the long-term financial sustainability of Glenview. In Denton, Texas, a full-service city with 1,800 employees and 21 departments in the suburbs of Dallas, he improved municipal operations and workflows across all departments and revamped the reporting and delivery processes for capital improvement projects. He also emphasized transparency, communication, outstanding customer service and fiscal responsibility within the organization.

Mr. Hileman brings vast experience in the areas of critical importance to South Pasadena at this time and in the future. He is an exemplary leader who has a high level of strategic and business acumen. In all of the cities for which he has served as the manager, he has achieved success in creating solid financial practices and budgeting systems, has established processes and efficiencies across departments including processes to ensure the delivery of capital improvement projects, and has been a team builder focused on collaboration, problem solving and setting clear expectations.

The proposed employment agreement with Mr. Hileman (attached as Exhibit A to the Resolution) sets forth the compensation, duties and other terms and conditions that would apply to his employment, all of which has been discussed with and agreed by Mr. Hileman.

Under Section 54953(c)(3) of the Government Code, which was added to the Brown Act by Senate Bill 1436 in 2016, an oral summary report must be made during an open public meeting of a recommendation for a final action on the City's Manager's salary, salary schedule, or compensation paid in the form of fringe benefits prior to the City Council taking any such final action. The summary below will be provided during the City Attorney's oral presentation.

Compensation and Performance Review. The employment agreement provides for an annual base salary of $300,000, with no automatic cost of living increases. As is customary, the agreement provides for annual performance evaluations which ensures an effective line of communication between the City Manager and the City Council regarding the Council's expectations and the resulting performance. Notwithstanding, the City Council and Mr. Hileman agreed that within 60 days of employment, they will establish the priorities and goals that Mr. Hileman will undertake for the remainder of this fiscal year and the upcoming fiscal year, which will serve as the basis for an initial performance review after the first six months of employment.

Benefits. The employment agreement specifically states that Mr. Hileman will receive only those benefits expressly provided in the agreement and as required by law. To that end, the employment agreement provides as follows:

- Health Insurance -- Monthly $1,950 for family; $1,650 for employee + 1
- Dental -- Monthly $75
- Vision -- Monthly $20
- Life Insurance/Accidental Death -- $100,000 policies paid by City
- Disability Insurance -- Employee has option to purchase
- Automobile Allowance -- $600 monthly
- 457 Deferred Compensation -- City contributes 1% of annual base salary ($3,000)

In addition, the City has agreed to assist Mr. Hileman in relocating and will provide a moving allowance of up to $15,000 for the reimbursement of actual expenses and a temporary housing allowance of up to $2,000 per month for a period of six months.

Mr. Hileman will start his employment with 4 weeks of vacation and 80 hours of sick leave, which is customary for employees with years of relevant employment. Thereafter, he will accrue vacation leave at the rate of 160 hours annually (prorated for each pay period) and cannot accrue more than 320 hours of leave. With respect to sick leave, he will accrue 8 hours a month of sick leave. Accrued sick leave is not payable upon separation of employment. Consistent with other management employees, Mr. Hileman will receive 90 hours of management leave per fiscal year, prorated for fiscal year 2024-25. Management leave, however, is not carried over to the following year, and it is not payable upon separation of employment.

Pension and Retirement Benefits. Mr. Hileman will be enrolled in the City's retirement plan with the California Public Employees' Retirement System ("PERS"). Mr. Hileman is classified as a new employee under the Public Employees' Pension Reform Act of 2013 ("PEPRA"), which means he is covered under a different retirement formula (2% at 62) than "Classic" employees. PEPRA also creates a reduced tier of benefits for "new" employees hired after January 1, 2013 that were not in the PERS system. The City has also agreed to contribute $2,000 per month to a 401(a) plan (to be established) for the benefit of Mr. Hileman. The Resolution approving the employment agreement authorizes the Mayor and City Attorney to take the steps necessary to establish the 401(1) plan and authorizes the Mayor to approve and execute all necessary documents subject to review and approval of the documents by the City Attorney. The contributions to the plan after its establishment are also authorized and approved.

Fiscal Impact
The City Manager is a position that is within the City's budget. As this appointment will not begin until March 31, 2025, only three months of salary will be attributed to the Fiscal Year 2024-2025 budget. In addition, the Fiscal Year 2024-2025 budget included a separate line item for the City Manger's auto allowance and the amount allocated therein is more than sufficient to cover the automobile allowance under the employment agreement.

Attachment:
Attachment No. 1 - South Pasadena - Resolution Adopting the City Manager Salary Schedule
Attachment No. 2 - Resolution Appointing City Manager and Approving Employment Agreement

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA AMENDING THE SALARY SCHEDULE REGARDING THE POSITION OF CITY MANAGER

WHEREAS, the California Public Employees' Retirement System ("CalPERS") requires that public employees' pay rate be set forth in a publicly available salary schedule;

WHEREAS, the City Manager's annual salary is established by an employment agreement between the City and the City Manager;

WHEREAS, on February 19, 2025, the City Council approved an employment agreement with L. Todd Hileman and appointed Mr. Hileman as City Manager;

WHEREAS, the City Council desires to update the salary schedule for the City Manager in light of the new employment agreement;

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

Section 1. All facts set forth in the recitals of this Resolution are true and correct and incorporated herein as if set forth in full.

Section 2. The City Council hereby adopts the Salary Schedule set forth in Exhibit A to this Resolution, which incorporates the salary range for the position of City Manager, effective as of March 31, 2025.

Section 3. This Resolution shall become effective immediately upon its adoption.

Section 4. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 19th day of February 2025.

_____
Janet Braun, Mayor

ATTEST: **APPROVED AS TO FORM:**

_____ _____
Mark Perez, Deputy City Clerk Roxanne Diaz, City Attorney

I, Mark Perez, Deputy City Clerk of the City of South Pasadena, do hereby certify the foregoing Resolution No. _____ was duly passed and adopted by the City Council of the City of South Pasadena, at a regular adjourned meeting held on the 19th day of February, 2025, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Mark Perez, Deputy City Clerk

EXHIBIT A

SALARY SCHEDULE
(Effective March 31, 2025)

The following annual salary range for the listed full-time exempt position is hereby approved and shall remain in effect until modified by the City Council.

Position (Job Title)	**Range**
City Manager	Annual Salary of $300,000

RESOLUTION NO.____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA APPOINTING L. TODD HILEMAN AS CITY MANAGER AND APPROVING AN EMPLOYMENT AGREEMENT

WHEREAS, the City of South Pasadena underwent a recruitment for the position of City Manager;

WHEREAS, the City Council has selected L. Todd Hileman as the City Manager for the City of South Pasadena;

WHEREAS, South Pasadena Municipal Code Section 2.18 provides for the appointment of the City Manager by the City Council;

WHEREAS, the City Council desires to appoint the City Manager and set the salary and benefits as well as other terms and conditions of employment for the City Manager pursuant to an employment agreement;

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

Section 1. All facts set forth in the recitals of this Resolution are true and correct and incorporated herein as if set forth in full.

Section 2. L. Todd Hileman is hereby appointed as the City Manager for the City of South Pasadena effective March 31, 2025.

Section 3. The "City Manager Employment Agreement" between the City of South Pasadena and L. Todd Hileman dated February 19, 2025 and attached hereto as Exhibit A, is hereby approved ("Employment Agreement").

Section 4. The Employment Agreement provides that the City will take all reasonable actions to establish a qualified Section 401(a) Plan with a trustee of the City's choosing for the benefit of the Employee. The Mayor and City Attorney are hereby authorized to take all steps necessary to establish the 401(a) Plan and the City Council delegates authority to the Mayor to approve and execute all documents necessary to establish the 401(a) Plan subject to the review and approval as to form of the documents by the City Attorney. Upon the establishment of the 401(a) Plan, the City Council approves and authorizes the finance department to deposit the required contribution as described in paragraph (15) of Section 4.B of the Employment Agreement.

Section 5. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 19th day of February 2025.

_____
Janet Braun, Mayor

ATTEST:

_____
Mark Perez, Deputy City Clerk

APPROVED AS TO FORM:

_____
Roxanne Diaz, City Attorney

I, Mark Perez, Deputy City Clerk of the City of South Pasadena, do hereby certify the foregoing Resolution No. _____ was duly passed and adopted by the City Council of the City of South Pasadena, at a regular adjourned meeting held on the 19th day of February, 2025, by the following roll call vote:

AYES:
NAYES:
ABSENT:
ABSTAIN:

_____
Mark Perez, Deputy City Clerk

EXHIBIT A

EMPLOYMENT AGREEMENT

CITY MANAGER EMPLOYMENT AGREEMENT BETWEEN THE CITY OF SOUTH PASADENA AND L. TODD HILEMAN

This Employment Agreement ("Agreement") is made as of and entered into as of February 19th, 2025 by and between the City of South Pasadena, a California municipal corporation ("City"), and L. Todd Hileman, an individual ("Employee"). City and Employee may sometimes be referred to as "Party" or collectively as "Parties."

RECITALS

A. City has conducted a formal recruitment and selection process for a City Manager.

B. Employee represents that he has the necessary education, experience, skills and expertise and is otherwise qualified to serve as City Manager and desires to serve in such capacity.

C. City and Employee desire to enter into an employment agreement that sets forth the terms and conditions of employment of Employee as City Manager for the City, including the duties, salary and benefits of employment.

D. Employee desires to accept employment as City Manager for the City under the terms set forth herein.

NOW, THEREFORE, in consideration of these recitals and the mutual covenants contained herein, the City and Employee hereby agree as provided in this Agreement.

1. Appointment of City Manager. City does hereby appoint and employ Employee in the capacity of City Manager for the City as of March 31, 2025. Employee hereby accepts the appointment as City Manager for the City subject to the terms and conditions of this Agreement.

2. Term. This Agreement shall commence on March 31, 2025 ("Effective Date") and shall continue until terminated by either Party.

3. City Manager Duties and Authority.

A. City agrees to employ Employee as City Manager for the City and as Executive Director of any authority or agency created or staffed by City. Employee shall be responsible to the City Council for the proper administration of all operations of the City.

B. Employee shall exercise the full powers and perform the duties of the position of City Manager as set forth in the South Pasadena Municipal Code, all City rules, regulations and procedures, the job description for the City Manager for the City and any provisions under state law, as each of them currently or may in the future exist. Employee shall also exercise such other powers and authority and perform such other functions and

duties, not inconsistent with this Agreement, as may legally be assigned by the City Council.

C. Employee shall devote his full energies, interest, abilities and productive time to the performance of this Agreement and utilize his best efforts to promote City's interests. The City Council and Employee recognize and agree that, in order to fulfill the obligations of the City Manager position, Employee must devote significant time outside of normal office hours to the business of the City, including attendance at civic and community events, and must generally be available, or ensure delegated coverage as necessary, to handle City emergencies or critical issues that arise. In the case of a local, county or state emergency, Employee is expected to be physically present, or ensure delegated coverage as necessary, in the City and at the City's Emergency Operations Center as appropriate. This involves expenditure of time in excess of the regularly established business hours of the City in excess of a forty (40) hour workweek. As such, Employee is exempt from the overtime pay provisions of California law and federal law, and Employee shall not be entitled to any compensation for overtime nor subject to any overtime provisions under California or federal law.

D. Employee shall not engage in any activity, consulting service or business enterprise, for compensation or otherwise, that may interfere with his duties and responsibilities to City, unless consent is provided in writing by the City Council.

E. The Parties acknowledge that Employee is a member of the International City/County Management Association ("ICMA"). As a member, Employee commits to comply with the ICMA Code of Ethics and all applicable ethical standards having the force of state law.

F. It is recognized that Employee devotes a great deal of time outside of the normal office hours schedule, and to that end, he shall be allowed to establish an appropriate work schedule recognizing that the Employee should endeavor to be available during regular city hall work hours. That being the case, the Parties recognize that the Employee may choose to take personal time off for a portion of the regular business hours when it is appropriate and when his duties allow. This personal time off should not be considered a replacement for vacation time. The City Council may consider the Employee's use of personal time off during the performance evaluation.

4. Salary and Benefits.

A. Base Salary. From the Effective Date of this Agreement, City shall pay Employee an annual salary of $300,000, subject to legally permissible or required deductions and withholdings, prorated and paid on City's regular paydays. Employee's compensation is for all hours worked and for all services under this Agreement, including those as an Executive Director or involving any other position, office or appointment associated with the City. Employee shall be exempt from the overtime pay provisions of California law (if any) and federal law. Salary adjustments may be considered by the City

Council in conjunction with Employee's annual performance evaluations as set forth in this Agreement.

B. Benefits.

(1) Benefits. Employee will receive only those benefits expressly provided in this Agreement and any others required by law. Notwithstanding the benefits listed herein, the City reserves the right to change or discontinue its benefits programs at any time, to the maximum extent permitted by law, and if so the changes or discontinuation shall apply to Employee.

(2) Medical, Dental and Health Benefit Plans. Employee shall be provided and may participate in the City's health insurance benefits program (i.e., vision, dental and comprehensive medical insurance) in an amount equal to and on the same basis as provided to other employees in the City's Unrepresented Management Employees group as set forth in the most current Resolution of the City, which sets forth the employer contribution for employees under the Public Employees' Medical and Hospital Care Act, subject to any changes or amendments thereto. Eligibility and benefits will be determined by applicable laws, regulations and plan documents. In the event of a conflict between this Agreement and the applicable laws, regulations and plan documents, the applicable laws, regulations and plan documents shall prevail.

(3) Life Insurance. City shall provide Employee with life insurance benefits in an amount equal to and on the same basis as provided to other full-time employees of the City. The premium for such life insurance benefits shall be paid by the City. Employee shall have the option to purchase additional coverage, if available, at Employee's expense.

(4) Accidental Death & Dismemberment. City shall provide Employee with accidental death and dismemberment insurance benefits in an amount equal to and on the same basis as provided to other full-time employees of the City. The premium for such benefits shall be paid by the City. Employee shall have the option to purchase additional coverage, if available, at Employee's expense.

(5) Disability Insurance. Employee shall have the option to purchase short-term disability insurance on the same basis as provided to other full-time employees of the City, as available, at Employee's expense.

(6) Management Leave. City shall provide Employee with ninety (90) hours per fiscal year of management leave. Said amount shall be prorated for fiscal year 2024-2025. Management leave is provided on the same basis as provided to other employees in the City's Unrepresented Management Employees group as set forth in the most current Resolution of the City. Notwithstanding, unused management leave shall not carry over to the following fiscal year, nor shall Employee be compensated for any accrued but unused management leave at the time of Employee's separation from the City, regardless of the reason for separation.

(7) Vacation. Employee shall receive one hundred and sixty (160) hours of vacation available for use as of the Effective Date. Thereafter (starting on the Effective Date), vacation leave accrues at a rate of 160 hours annually prorated for each pay period, subject to a maximum accrued amount. Employee may accrue up to two times the Employee's annual accrual, equal to 320 hours. Upon reaching this maximum (320 accrued hours), Employee will cease to accrue any additional vacation hours until his total accrued vacation hours are less than 320 hours. Employee may cash out accrued vacation leave on the same basis as provided to other employees in the City's Unrepresented Management Employees group as set forth in the most current Resolution of the City, subject to any changes or amendments thereto.

(8) Sick Leave. Employee shall receive eighty (80) hours of paid sick leave available for use as of the Effective Date. Thereafter (starting on the Effective Date), sick leave accrues at a rate of 8 hours per month prorated for each pay period, and Employee may accrue an unlimited amount of sick leave. Paid sick leave may be used in accordance with the minimum requirements of California law (Labor Code §§ 245 – 249) and as otherwise permitted by City. Accrued sick leave is not payable upon separation from employment, regardless of the reason for separation, including termination of this Agreement.

(9) Retirement. Employee shall be enrolled in City's retirement plan with the California Public Employees' Retirement System (PERS), subject to the applicable benefit formula, terms and conditions provided in the contract between City and PERS and also subject to applicable state law and regulations. The Parties understand and agree that Employee is classified as a "new member" under the Public Employees' Pension Reform Act of 2013 and will be covered by City's retirement formula of 2% @ 62 for new members. Employee shall make all member contributions, and the City shall not be required to pay any member contributions. In the event of any conflict between this Agreement and the City's PERS contract or the applicable laws and regulations, the City's PERS contract, applicable laws and regulations shall prevail.

(10) Holidays. Employee shall be entitled to the same paid holidays as provided to other Unrepresented Management Employees group as set forth in the most current Resolution of the City, as it may be amended. Holidays are subject to change by the City Council.

(11) Business Equipment. Employee shall be provided with all business equipment reasonably necessary for the completion of Employee's duties such as a computer, cellular phone and other electronic devices. Employee shall return all business equipment provided by City upon separation of his employment with City.

(12) Automobile Allowance. Employee shall be provided a monthly automobile allowance of $600.00 per month, prorated if necessary, as compensation for Employee making his personal vehicle available for his use for City-related business and/or functions during, before and after City's work hours. Employee shall comply with all city policies related to the use of his own vehicle, which includes providing the City with

proof of current automobile insurance with liability limits in the amount set by the City's Risk Manager.

(13) Post-Retiree Health. If Employee retires from the City, Employee may participate in the City's retired employee's medical coverage program through CalPERS in an amount equal and on the same basis provided to other employees in the City's Unrepresented Management Employees group in the amount set forth in the most current Resolution of the City, as it may be amended.

(14) Voluntary 457 Deferred Compensation Plan. Employee may participate in the City's "Voluntary 457 Deferred Compensation Plan" on the same basis as provided to other employees of the City, subject to all rules and regulations of such plan ("457 Plan"). In addition, the City shall make a contribution to the Employee's account under the 457 Plan in the same amount provided to the City's Unrepresented Management Employees group as set forth in the most current Resolution of the City, as amended. For reference, the City currently contributes the equivalent of one percent (1%) of an employees' base salary annually into an employee's Plan. The contribution is prorated and paid on the City's normal paydays.

(15) 401(a) Deferred Compensation Plan. Commencing on the Effective Date, the City will take all reasonable actions to establish a qualified Section 401(a) Plan, with a trustee of the City's choosing, for the benefit of Employee (the "401(a) Plan"). The City will pay any administrative or set-up fees for such 401(a) Plan. As of the Effective Date, the City will either pay or set aside for payment a monthly contribution equal to $2,000, prorated for each pay period, for Employee's account in the 401(a) Plan, the Parties acknowledging that the establishment of such 401(a) Plan will be completed as expeditiously as possible, but likely will not be completed before the monthly payment is due. The first monthly contribution shall be prorated to be commensurate with Employee's first date of employment in that month. Upon establishment of the 401(a) Plan, the City will contribute to Employee's account thereunder any accrued and set-aside monthly payments. All provisions of this paragraph are subject to the provisions and limitations of the Internal Revenue Code and its related regulations as amended from time to time. No requirement of any provision of this paragraph shall be effective if it would violate any provision of the Internal Revenue Code or its related regulations.

(16) Additional Benefits. Employee may participate in any other benefit plans based exclusively on Employee contributions that are offered to all full-time City employees and according to the terms and conditions of the applicable plan documents.

(17) Bonding. City shall bear the full costs of any fidelity or other bonds required of Employee (if any) that are related to his employment by the City under any law or ordinance.

5. Moving Expenses and Housing Stipend.

A. To assist Employee in relocating to Los Angeles County, City shall provide Employee a moving allowance of up to $15,000 for the reimbursement of actual moving and other relocation expenses. Any amounts payable under this section will be paid only for expenses incurred within twenty-four months of the Effective Date. Employee's request for reimbursement shall be in writing and include all receipts related to the reimbursement request. All such reimbursement requests must be submitted within 60 days after the expenses are incurred.

B. To assist Employee in relocating to Los Angeles County, City shall provide Employee a temporary housing allowance of up to $2,000 per month for a period of six months beginning on the Effective Date. Such amount shall be paid to employee on the last day of each month for a period of six months, beginning on the last day of the month following the Effective Date.

6. Initial and Annual Performance Evaluations.

A. Within 60 days of employment, Employee and the City Council will establish specific priorities and goals that Employee will undertake for the remainder of Fiscal Year 2024-25 and the upcoming Fiscal Year 2025-26. This will serve as the basis for the Employee's initial performance review and evaluation to cover the period of six months after the Effective Date. Such initial performance review shall be completed within 30 days after such six-month period. Thereafter, the City Council shall evaluate the Employee annually, beginning one-year after the Effective Date in the manner described in this Section.

B. The City Council shall review and evaluate Employee at least once annually on or near the anniversary of the Effective Date of this Agreement. The annual performance review and evaluation shall be based on (a) goals and priorities established by Employee and the City Council prior to each fiscal year and (b) Employee's performance of the City Manager's duties set forth in his written job description and in this Agreement. The City Council shall provide Employee a written performance review and evaluation. Employee and City Council will also meet in-person to discuss such performance review and evaluation. Employee shall be provided a reasonable and adequate opportunity to discuss the Employee's evaluation with the City Council.

C. Employee shall remind the City Council of its obligations under this Section 6 each year and shall work with the City Council in finding an appropriate time to place his annual evaluation on the agenda.

D. Nothing in this paragraph is intended to limit additional interim evaluations or to limit the normal communications process between the City Council and Employee. Failure of the City Council to provide a performance evaluation shall not limit the City's ability to terminate this Agreement pursuant to the terms set forth herein.

7. At-Will Employment Relationship.

A. Consistent with Government Code Section 36506, Employee is an at-will employee appointed by and serving at the pleasure of the City Council. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of City to terminate this Agreement and the employment of Employee, with or without cause. Upon termination, City shall pay Employee for all services through the effective date of termination and Employee shall have no right to any additional compensation or payment, except as otherwise described in this Agreement, if applicable under the circumstances.

B. Upon any separation from employment, Employee shall be compensated for all accrued but unused vacation leave. Employee shall also return to City any electronic equipment provided to Employee by City (e.g., laptop computer, cellular phone).

C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign from his employment with City, subject only to Employee providing 30 calendar days prior written notice to the City Council. If Employee resigns or otherwise terminates this Agreement (thereby terminating Employee's employment), then Employee shall not be entitled to any severance payments, including those described in Section 8 of this Agreement.

D. Any other term of this Agreement notwithstanding, the maximum severance that Employee may receive under this Agreement shall not exceed the limitations provided in Government Code Sections 53260 – 53264, or other applicable law. Further, in the event Employee is convicted of a crime involving an abuse of office or position, Employee shall reimburse City for any paid leave or cash settlement (including severance), as provided by Government Code Sections 53243 – 53243.4.

E. Notwithstanding anything in this Agreement to the contrary, Employee may not be removed or terminated, other than for misconduct in office, during the 90-day period following any general or special municipal election at which a member of the City Council is elected or when a new City Council member is appointed, without Employee's mutual consent.

8. Severance.

A. If City terminates this Agreement and thereby terminates Employee's employment without cause, then City shall pay Employee a severance benefit as follows:

(1) During the first three years of this Agreement, Employee shall receive a lump sum payment equal to nine (9) months of the Employee's then applicable base salary. In addition, City shall pay Employee's COBRA health insurance premiums for nine (9) months following termination of his employment, provided that if Employee accepts other employment or obtains health insurance, then the City's obligation to pay COBRA premiums shall terminate.

(2) During the fourth year of this Agreement and any subsequent years of this Agreement: Employee shall receive a lump sum payment equal to six (6) months of Employee's then applicable base salary. In addition, City shall pay Employee's COBRA health insurance premiums for six (6) months following termination of his employment, provided that if Employee accepts other employment or obtains health insurance, then the City's obligation to pay COBRA premiums shall terminate.

The severance payment paid by City to Employee under this Section 8 shall be Employee's sole remedy for termination without cause under this Agreement. The severance payment shall be paid only upon (a) Employee's execution of a waiver and release agreement prepared by the City Attorney in a form substantially similar to that set forth in Exhibit A to this Agreement and (b) the termination of any waiting periods or other conditions prior to the effectiveness of such waiver and release.

Employee must notify City immediately upon obtaining employment or health insurance after separation from the City.

B. If City terminates this Agreement "With Cause" and thereby terminates Employee's employment, Employee shall not be entitled to any severance payment or benefits (including COBRA payments). As used in this Agreement, With Cause shall mean any of the following:

(1) Acts in bad faith or gross misconduct to the detriment of the City or to the Employee's reputation;

(2) Refusal or failure to act in accordance with any legal requirement or specific direction or order of the City Council;

(3) Unsatisfactory performance (as documented through the evaluation process described in section 6), misconduct, dishonesty, habitual neglect, or incompetence;

(4) A conviction (including a plea of no contest) or a plea bargain, judgment or adverse determination by any court, the State Attorney General, a grand jury, or the Fair Political Practices Commission for any felony, intentional tort, crime of moral turpitude, or violation of any statute or law constituting forfeiture of office, misconduct in office, misuse of public funds, or conflict of interest;

(5) A conviction (including a plea of no contest) of a misdemeanor arising out of Employee's duties under this Agreement and involving a willful or intentional violation of law;

(6) Involvement in a crime involving dishonesty, breach of trust or public conduct reflecting negatively on the City (no pending criminal prosecution need be in effect for termination due to fraud, embezzlement or public conduct reflecting on the City; rather the City Council must only have a good faith belief based on a good faith investigation);

(7) Abuse of his office or position, as that term is defined in Government Code Section 53243.4;

(8) Violation of any City Council adopted policies; or

(9) Breach of any material term of this Agreement, after providing notice and an opportunity to cure.

Upon any allegation that the Employee has engaged in conduct that would result in his termination "With Cause" as defined above, he is entitled to address and attempt to rebut those allegations before the City Council in closed session prior to City Council making any final determination regarding the veracity of those allegations. In the event the City Council, in its discretion, still finds merit to the allegations and terminates, the Employee shall not be entitled to any severance and will be owed no further compensation.

9. Disability. If, as a result of Employee's disability or if City determines that Employee is unable to perform his essential duties because of sickness, accident, injury, mental incapacity or other personal health-related reasons, whether with or without reasonable accommodation, for a period of four (4) successive weeks after Employee exhausts any accrued sick leave or for the legal duration of state and/or federal family and medical leave (whichever is greater), City shall have the option to terminate the Employee's employment and this Agreement. Termination pursuant to this Section shall not subject the City to the payment of severance or benefits (including COBRA payments) under Section 8 of this Agreement. This provision is not to be interpreted in a way that conflicts with the Employee's legally protected rights, including rights under the Family and Medical Leave Act and California Family Rights Act.

10. Official and Professional Development Expenses.

A. City recognizes that Employee may incur certain expenses of a non-personal and job related nature that are related to the business of the City. Accordingly, the City agrees to reimburse or pay for such actual and reasonable business expenses, subject to any budget and appropriations limitation, incurred by Employee in the course of his duties as City Manager. Such expenses shall be incurred and submitted according to the City's normal expense reimbursement procedures, must be supported by documentation and must be submitted within time limits established by City. Business related expenses shall not include expenses that are characterized as professional development expenses.

B. Subject to any budget and appropriations limitation, City agrees to pay for professional dues and subscriptions as well as reasonable travel and subsistence expenses to conferences and meetings (all in accordance with City's policies), all which relate to Employee's continued participation in national, regional, state or local associations and organizations that are necessary and desirable for the good of the City and for Employee's professional development and advancement. Such professional dues shall include participation in the International City/County Management Association (ICMA) and the California City Manager's Foundation.

11. Indemnification.

A. Except as otherwise permitted, provided, limited or required by law, including without limitation California Government Code Sections 825, 995, and 995.2 through 995.8, the City will defend and indemnify Employee, using legal counsel of City's choice, against legal liability arising out of an act or omission by Employee occurring in the course and scope of Employee's performance of his duties under this Agreement. Employee recognizes that the City shall have the right to compromise and settle all actions or proceedings in which the City is providing Employee a legal defense, even if Employee objects to such compromise or settlement. Any compromise or settlement shall be in the sole discretion of City.

B. In the event City in its discretion provides funds for the legal criminal defense of Employee, pursuant to this section and the terms of the Government Code, Employee shall reimburse the City for such legal criminal defense funds if Employee is convicted of a crime involving an abuse of his office or position, as provided by Government Code Sections 53243 – 53243.4. Nothing in this Agreement shall obligate the City to provide or pay for legal expenses related to any such criminal allegations.

C. Any and all paid leave, including severance or otherwise, defense payments or other benefits which may be provided to Employee under this Agreement upon termination, separation or in the event of an investigation shall be subject to and interpreted to comply with the limitations set forth in Government Code Sections 53243 through 54244.

12. Confidential Information. Employee acknowledges and agrees that in the course of employment, the City may disclose to him certain confidential or proprietary information of the City, employees, residents or third parties with whom the City does business. Employee agrees that he will not directly or indirectly disclose or use at any time any such information, whether it be in the form of records, lists, data, personnel information, reports or otherwise, including any information orally disclosed to Employee, of a business or technical nature, which was acquired or viewed by Employee during Employee's relationship with the City, unless such disclosure is authorized by the City in writing, required by law, or required in the performance of the duties of the City Manager. This provision shall survive the termination or expiration of this Agreement.

13. General Provisions.

A. Entire Agreement. This Agreement contains the entire agreement between the Parties and supersedes all prior oral and written agreements, understandings, commitments, and practices between the Parties concerning Employee's employment with the City.

B. Representations. Each Party to this Agreement acknowledges that no representations, inducements, promises or agreements, oral or written, have been made by any Party, or anyone acting on behalf of any Party, which are not embodied herein, and

that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding on either Party. Employee acknowledges that, except as expressly provided in this Agreement, his employment is subject to City's generally applicable rules and policies pertaining to employment matters, such as those addressing equal employment opportunity, sexual harassment and violence in the workplace.

C. Amendments. No amendments to this Agreement may be made except by a writing signed and dated by City and Employee.

D. Severability. If any provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement shall nevertheless remain in full force and effect. If any provision is held invalid or unenforceable with respect to particular circumstances, it shall nevertheless remain in full force and effect in all other circumstances.

E. Choice of Law and Venue. This Agreement shall be interpreted and construed in accordance with the laws of the State of California, and the Parties agree that venue for any disputes under this Agreement shall be in Los Angeles County, California.

F. Drafting of Agreement. The Parties hereto acknowledge and agree that although this Agreement has been drafted by the City, Employee has reviewed, or had an opportunity to review, the terms of this Agreement with his legal counsel. Consequently, the doctrine that ambiguities in an agreement should be resolved against the drafting Party shall not be employed in connection with this Agreement, and this Agreement shall be interpreted in accordance with its fair meaning.

G. Independent Review of Agreement. Employee acknowledges that he has had the opportunity and has conducted an independent review of the financial and legal effects of this Agreement and has not relied upon any representation of City, its officers, agents or employees.

H. Notices. Any notice to City under this Agreement shall be given in writing to City, by personal service, by overnight delivery service providing confirmation of delivery, or by registered or certified mail, postage prepaid, addressed to the City Clerk at the City's then principal place of business and with a copy to the City Attorney, Richards, Watson & Gershon, 350 S. Grand Avenue, 37th Floor, Los Angeles, California 90071. Any such notice to Employee shall be given in a like manner and, if deposited with an overnight delivery service or mailed, shall be addressed to Employee at his home address as shown in City's files. For the purpose of determining compliance with any time limit in this Agreement, a notice shall be deemed to have been duly given (a) on the date of delivery, if served personally on the Party to whom notice is to be given or deposited with an overnight delivery service or (b) on the third calendar day after mailing, if mailed to the Party to whom the notice is to be given in the manner provided in this paragraph.

I. Heirs and Beneficiaries. In the event Employee dies while employed by the City under this Agreement, the Employee's beneficiaries or those entitled to the

Employee's estate shall be entitled to Employee's earned salary through his date of death and any payments for accrued benefits through his date of death in accordance with this Agreement or as required by law.

14. Voluntary Agreement. Employee represents and warrants that he has read carefully and fully understands all the provisions of this Agreement, that he is free to enter into this Agreement and to render the services described herein, that his performance of this Agreement will not breach or violate or conflict with any other agreement (written or oral) to which he is a party, and that he has had an opportunity to consult with his legal counsel prior to entering into this Agreement, and that he has either done so or voluntarily chosen not to do so. Employee is voluntarily entering into this Agreement. The City represents and warrants that it has the right and power to enter into this Agreement.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed and executed personally as the date and year first written above.

EMPLOYEE: L. TODD HILEMAN

_____

L. Todd Hileman

CITY OF SOUTH PASADENA:

_____

Janet Braun, Mayor

ATTEST:

_____

Mark Perez, Deputy City Clerk

APPROVED AS TO FORM:

_____

Roxanne Diaz, City Attorney

EXHIBIT "A"

WAIVER AND GENERAL RELEASE AGREEMENT

This Waiver and General Release Agreement ("Release Agreement") is entered into by and between L. Todd Hileman ("Manager") and City of South Pasadena ("City"), dated _____, in light of the following facts:

A. City and Manager entered into an employment agreement dated February _____, 2025 ("Employment Agreement").

B. Certain disputes have arisen between City and Manager.

C. City and Manager each deny any liability whatsoever to the other.

D. City and Manager wish to fully and finally resolve any and all disputes they may have with each other.

E. Manager's employment with City concluded on _____, 2_____.

Section 1. Facts of Release Agreement. The above facts are true and correct and incorporated into this Release Agreement as if set forth in full.

Section 2. Acknowledgement. Manager does hereby acknowledge and attests that he has read and understands Section 8 of the Employment Agreement with the City of South Pasadena and hereby agrees that by accepting the severance payment pursuant to the terms of the Employment Agreement, Manager agrees to waive all rights to further claims, remedies or legal action against the City, its officers and employees

Section 3. Severance. Within five (5) business days following the Effective Date of this Release Agreement, City shall pay Manager the gross amount provided for in Section 8 of the Employment Agreement, less applicable deductions ("Severance") Manager acknowledges that the Severance is in excess of all amounts due and owing him as a result of his employment by City.

Section 4. General Release.

A. In consideration of the Severance to be paid and provided to Manager, all other salary and benefits owing and other good and valuable consideration, Manager hereby irrevocably and forever releases and discharges City and its past and present City Council Members, employees, representatives and agents (collectively "Released Parties"), from all rights, claims, demands, obligations, liabilities, damages and causes of action of every kind and character, both known and unknown, in law or in equity, which Manager may have now or in the future, arising from or relating to or in any way connected

with Manger's employment with City and the separation from employment or the manner by which the employment ended and any act or omission or condition occurring on or prior to the date this Release Agreement is signed, whether based on tort, contract (express or implied), or on any federal, state or local law or statute, or regulation.

Manager further agrees that he will not institute any action or actions including administrative action(s), causes of action (in law or in equity), suits, debts, liens, claims, demands, known or unknown, in state or federal court, or with any state, federal or local government agency arising from or attributable to any employment practice of the City, its agents, and all persons acting by, through, under, or in concert with the City, relating in any way to Manager's employment or the separation from employment, or the manner by which the employment ended.

Manager shall not file any actions against the City or the Released Parties in any state or federal court, state or federal governmental administrative agency, or private organization, including, but not limited to, actions arising under Title VII of the Civil Rights Act of 1964; Age Discrimination in Employment Act; California Fair Employment and Housing Act; Equal Pay Act of 1963; Vocational Rehabilitation Act of 1973; Americans with Disabilities Act; Fair Labor Standards Act; Family and Medical Leave Act; California Family Rights Act; California Labor Code; California Constitution; state or federal law related to defamation, harassment, invasion of privacy, misrepresentation, fraud or negligent or intentional infliction of emotional distress; and any other federal, state or local law or regulations relating to employment, employment separation, employment discrimination, wrongful discharge, harassment, retaliation, wages, hours, benefits, compensation, breach of express or implied contract, or breach of public policy and any claims for attorneys' fees and costs. It is understood that this Release Agreement is a bar to any such action or proceeding. This release does not extend to rights that may not be waived as a matter of law. Further, and without limitation to the foregoing sentence, this release is not intended to waive an action to enforce the terms of this Release Agreement.

Manager hereby waives and relinquishes all rights and benefits afforded by Section 1542 of the Civil Code of California. Manager understands and acknowledges the significance and consequences of this specific waiver of Section 1542. Section 1542 of the Civil Code of California states as follows:

> "A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor."

B. Notwithstanding the provisions of Section 1542, and for the purpose of implementing a full and complete release and discharge of City and its past and present City Councilmembers, employees, representatives and agents, Manager expressly acknowledges that this general release is intended to include in its effect, without limitation, all claims which he does not know or suspect to exist in his favor.

C. Manager is fully aware of and understands all of his rights under the Age Discrimination in Employment Act of 1967 (29 U.S.C. Sections 621-634) ("ADEA"). Being fully aware of any potential claims he may have against the Released Parties, based upon the provisions of the ADEA, Manager knowingly and voluntarily releases the Released Parties from any and all claims he may have against them based upon any aspect of his employment with City of South Pasadena including his separation from employment. Manager acknowledges that he has been advised to consult with an attorney regarding this ADEA provision.

Manager has been given the opportunity to take twenty-one (21) calendar days to consider the terms and effects of this Release Agreement prior to executing it. To the extent that Manager has taken less than twenty-one days to consider this Release Agreement, Manager acknowledges that he has had sufficient time to consider the Release Agreement and consult with counsel. Manager further acknowledges that he does not require any additional time and waives any right to additional time and executes it on the date set forth below. City and Manager agree that any changes to this Release Agreement prior to its execution, whether material or immaterial, do not restart the running of the twenty-one day consideration period.

Manager understands that the terms of this Release Agreement are not effective until eight (8) calendar days after its execution. Manager may revoke this Release Agreement within seven (7) calendar days of its execution. Revocation shall not be effective unless it is communicated in writing to and actually received by the City Attorney at rdiaz@rwglaw.com, with a mailed copy to Roxanne Diaz, 350 S. Grand Avenue, 37th Floor, Los Angeles, California 90071, within seven calendar days after the execution of this Release Agreement. If Manager revokes this Release Agreement, City shall be relieved of all of its obligations under this Release Agreement, including its promise to pay the Severance Benefit described in Section 3 above. If not revoked, this Release Agreement will become effective on the eighth (8th) day after its execution (the Release Agreement's "Effective Date"). _____ [Manager's Initials]

D. Manager further acknowledges that he has read this general release and that he understands that this is a general release, and that he intends to be legally bound by the same.

Section 5. Written Modifications. This Release Agreement supersedes any prior written or verbal adjustment of this matter and constitutes a complete resolution of all claims or potential claims by Employee against the City. There shall be no modification of this Release Agreement except in writing signed by both parties.

Section 6. No Admission of Liability. It is understood and agreed that this Release Agreement shall not constitute or be construed as an admission of liability on the part of the parties herein released.

Section 7. Governing Law. This Release Agreement and the rights and obligations created by this Release Agreement shall be governed by the laws of the State of California, without reference to any law that may require application of the laws of another jurisdiction.

Section 8. Venue. Any action to enforce or interpret the terms of this Release Agreement shall be subject to the exclusive jurisdiction of the courts in the County of Los Angeles, State of California.

Section 9. Agreement Binding. This Release Agreement is binding upon, and shall inure to the benefit of, the heirs, executors, administrators, representatives, successors, and assigns of the respective parties hereto and each of them.

Section 10. Integration. This Release Agreement constitutes a single integrated written contract expressing the entire agreement of the parties hereto relative to the subject matter hereof. No covenants, agreements, representations, or warranties of any kind whatsoever have been made by any party hereto, except as specifically set forth in this Release Agreement. All prior discussions and negotiations have been and are merged and integrated into, and are superseded by, this Release Agreement.

Section 11. Severability. In the event that any provision or partial provision of this Release Agreement should be held to be void, voidable, or unenforceable, the remaining portions hereof shall nevertheless remain in full force and effect.

Section 12. Signatures and Counterparts. The parties agree that this Release Agreement will be considered signed by a party when the signature of that party is delivered by electronic transmission, including PDF or Docusign. Such signature shall be treated in all respects as having the same effect as an original signature. This Release Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Release Agreement as of the date first written above.

"CITY"
CITY OF SOUTH PASADENA

By:_____
Mayor

"MANAGER"
L. TODD HILEMAN

By:_____
L. Todd Hileman

ATTEST:

By:_____
Deputy City Clerk

APPROVED AS TO FORM:

By:_____
Roxanne Diaz, City Attorney