



**CITY OF SOUTH PASADENA
CITY COUNCIL**

AGENDA

**SPECIAL CITY COUNCIL MEETING
WEDNESDAY, FEBRUARY 25, 2026, AT 6:00 PM**

**SOUTH PASADENA PUBLIC LIBRARY
COMMUNITY ROOM, 2ND FLOOR
1115 EL CENTRO STREET, SOUTH PASADENA, CA 91030**

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena City Council Meeting will be conducted in-person from South Pasadena Public Library Community Room, 1115 El Centro St, South Pasadena, CA 91030

Public participation may be made as follows:

- In-Person – South Pasadena Public Library Community Room, 1115 El Centro St, South Pasadena, CA 91030
- 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

CALL TO ORDER:

Mayor

Sheila Rossi

ROLL CALL:

Mayor

Sheila Rossi

Mayor Pro Tem

Omari Ferguson

Councilmember

Michael A. Cacciotti

Councilmember

Jon Primuth

Councilmember

Janet Braun

ACTION/DISCUSSION

1. Fiscal Year 2026-2027 City Council Priority-Setting Study Session for Review and Direction

Recommendation

It is recommended that the City Council:

1. Receive a presentation from staff regarding status of existing City Council priorities, current department work plans, major accomplishments to date, and community survey results;
2. Discuss new shared City Council priorities for FY 2026-2027; and
3. Provide direction, as appropriate.

CERTIFICATION OF POSTING

I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on February 25, 2026, on the bulletin board in the courtyard of City Hall located at 1414 Mission Street, South Pasadena, CA 91030, and on the City, website as required by law, on the date listed below.

02/19/2026

/S/

Date

Nikima Newsome, Chief City Clerk



City Council Agenda Report

ITEM NO. 1

DATE: February 25, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nick Kimball, Assistant City Manager
Alma Medina, Assistant to the City Manager

SUBJECT: **Fiscal Year 2026-2027 City Council Priority-Setting Study Session for Review and Direction**

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It is recommended that the City Council:

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3. Provide direction, as appropriate.

Executive Summary

This study session provides the City Council with the opportunity to review progress on the City Council's 2025 Goals and Priorities and to discuss and establish priorities for 2026. Establishing clear City Council priorities is essential to ensuring that limited financial resources and staff capacity are directed toward the outcomes that matter most to the community. A focused set of shared priorities provides staff with clear guidance, improves transparency and accountability, and strengthens the City's ability to translate policy direction into measurable results through the budget and annual work plans. Without this alignment, effort can become fragmented, progress diluted, and expectations unclear.

Background

In February 2025, City Council adopted the FY 2025-2026 City Council Priorities to inform the FY 2025-2026 Proposed Budget (Updated scorecard included as Attachment No. 1), which included the following areas of focus:

1. Finance
2. Infrastructure
3. Housing
4. Governance
5. Operational Efficiencies

On July 30, 2025, staff presented the first update to the 2025 City Council Goals and Priorities as part of the budget deliberation process.

On October 1, 2025, staff presented a second update to the 2025 City Council Goals and Priorities, demonstrating progress in a number of areas through the first quarter of the fiscal year.

In January 2026, the City released a Community Survey to receive feedback from respondents on what they value about South Pasadena, areas to maintain funding, and areas to increase funding (Attachment 2). A total of 226 responses were received to serve as additional data points to consider for the upcoming fiscal year.

Analysis

The purpose of this workshop is to provide City Council with an opportunity to align around a focused set of shared priorities that will guide staff work plans, budget preparation, and organizational efforts for the FY 2026–27 fiscal year. The workshop is designed to move from individual perspectives to collective direction, while recognizing fiscal constraints, staff capacity, and existing commitments.

Workshop Agenda

The workshop will be facilitated by staff and structured around the following components:

- A. Opening and Intention Setting
 - Discussion of mindset and shared intentions to carry throughout the workshop.
- B. Context and Baseline Review
 - Status of existing City Council priorities, current department work plans, and major accomplishments to date.
 - Summary of the FY 2026-27 budget framework and the role of priorities in guiding the appropriations in the Proposed Budget.
- C. Priority-Setting Exercise
 - Overview of Community Survey Results
 - Review of Councilmember Submitted Priorities
 - Live prioritization survey to rank proposed NEW priorities and identify areas of consensus
- D. Review of Results and Discussion
 - Presentation of survey results and facilitated discussion to refine and narrow priorities
- E. Next Steps
 - Outline of how Council priorities will be incorporated into departmental work plans and the FY 2026-27 budget process
 - Timing for returning to City Council for formal consideration of the final priorities

Desired Outcome

The desired outcome of the workshop is a clear, shared set of City Council priorities that:

- Reflect common intent and outcomes rather than individual projects;
- Are realistic given fiscal conditions and staff capacity; and
- Provide clear direction for staff as the FY 2026–27 budget and work plans are developed.

These priorities will serve as the founding for aligning resources, setting expectations, and measuring progress over the next fiscal year.

Fiscal Impact

There is no direct fiscal impact associated with conducting the City Council priority-setting workshop. The outcomes of the workshop will inform the development of the FY 2026-27 budget and departmental work plans. Costs associated with the City Council priorities will be presented to City Council consideration as part of the regular budget adoption process.

Attachment:

[Attachment No. 1- Q3 Goals and Priorities Update Report](#)

[Attachment No. 2- 2026 Community Survey Results](#)



City of South Pasadena
3rd Quarter 2025
Goals and Initiatives Update Report

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2025 City Council Goals and Priorities Update

On February 19, 2025, the City Council adopted a City Council Priorities 2025 list. Staff has incorporated these priorities into their work plans and proposed budgets. The City Manager's office has developed a City Council Scorecard to track the goals, priorities and parties responsible. In accordance with that Scorecard, this quarterly update report will be presented to the City Council to demonstrate the progress made towards the established goals.

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.

GOAL PRIORITY 1A:

LSL, LLP progress to complete necessary accounting and reporting through the year.

- A. Fiscal Year 2024 audit complete by June 30, 2025;
- B. Fiscal Year 2025 audit in progress by November 2025;
- C. Fiscal Year 2025 midyear budget review by Council in March 2025;
- D. Fiscal Year 2026 budget adopted by June 30, 2025;
- E. Five-year projections complete by September 30, 2025

Lead Team/ Commission or Committee:

- Finance Department

Recap of Past Accomplishments:

The completed audit and Annual Comprehensive Financial Report (ACFR) for the period ending June 30, 2024 was completed and presented at a Joint City Council/Finance Commission meeting on September 17, 2025. The final ACFR is available on the City's website: <https://www.southpasadenaca.gov/Your-Government/Department-Service-Areas/Finance/Budget-ACFR>

The FY 2025 Mid-year Budget Review was completed and reviewed with City Council in March 2025, and the FY 2026 budget was adopted on August 20, 2025.

To prepare a solid five-year projection for the General Fund, 3 – 5 years of financial transaction history is important. The Finance Department proposed preparing the five-year projection after the FY 2025 Audit is complete and presenting it to City Council with the FY 2026 mid-year review in February/March.

3rd Quarter Update:

- The FY 2025 ACFR was completed and presented to the City Council on January 21, 2026

Next Steps:

- Provide the FY 2026 Mid-year review and 5-year projection in March of 2026

GOAL PRIORITY 1B:

Determine the cadence for regular financial reports to be submitted to Council and Finance Commission; schedule due July 31, 2025

Lead Team/ Commission or Committee:

- Finance Department
- Finance Commission

Recap of Past Accomplishments:

In the proposed budget for Fiscal Year 25-26, the Department submitted the proposed Budget Policy, indicating that the department will provide monthly budget updates to City Council and monthly investment reports to the Finance Commission and City Council.

As part of the Joint City Council/Finance Commission meeting on September 17,2025, staff presented the FY 2025-2026 work plan, which included preparing monthly financial reports to start with the initial report being the FY 2026 mid-year review in February/March 2026, then provided monthly thereafter.

3rd Quarter Update:

- The Finance Department presented the FY 2025-2026 work plan in more detail to the Finance Commission on October 23,2025. At that meeting, the Finance Department also worked with the Finance Commission to set the commissions planned meeting topics for 2025/2026, which will include review on monthly financial reports.

GOAL PRIORITY 1C:

Hire Finance Director and Senior Accountant (Controller) due September 2025 and rebuild the Finance Department team

Lead Team/ Commission or Committee:

- Finance Department
- Human Resources Division

Recap of Past Accomplishments:

All ten (10) positions in the Finance Department are now filled with permanent staff, including the Assistant City Manager /CFO, Accounting Manager/Controller, Senior Accountant, Contracts and Purchasing Administrator, and CIP Analyst.

Next Steps:

- Work with the last few consultants to finalize their assignments and hand over tasks to the Finance Department staff, specifically for accounts payable and revenue reconciliation.

GOAL PRIORITY 1D:

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.

Lead Team/ Commission or Committee:

- Finance Department
- Public Works Department
- Infrastructure Finance Working Group

Recap of Past Accomplishments:

City Council discussed the creation of an Infrastructure Financing Working Group and provided staff with feedback. During the budget study session on August 13, 2025, the City Manager presented the idea of a voter approved bond measure to finance needed street and sidewalk infrastructure improvements. City Council provided direction to explore the feasibility through an outreach effort. A public opinion research firm was engaged and conducted outreach to collect community interest in a voter approved bond measure to finance infrastructure improvements.

3rd Quarter Update:

- At the meeting of February 4, 2025, the City Council received a presentation from a consultant regarding the City's infrastructure conditions, long-term funding needs, and potential revenue options. As part of this effort, the consultant team conducted community polling to assess resident awareness of infrastructure needs and evaluate potential support for multiple bond concepts, including a street and roadway improvement bond and a separate bond concept focused on upgrading the City's library facilities. Polling results indicated stronger community awareness of and support for addressing street and roadway conditions relative to other potential capital needs. Following the presentation and Council discussion, City Council directed the City Manager to continue the process of exploring a potential street improvement bond measure, including additional research, public information, and outreach necessary to evaluate the feasibility of placing a measure before the voters.

Next Steps:

- At the meeting of February 18, 2026, the City Council will be presented with an amendment to the agreement for public information and education services, for the consultant to continue outreach efforts for a potential street improvement bond.

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.

GOAL PRIORITY 2A:

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)

Lead Team/ Commission or Committee:

- Public Works Department
- Finance Department

Recap of Past Accomplishments:

The Public Works Department the design of the Indiana and Pasadena Reconstruction Project and awarded the design contract for the Orange Zone Reconstruction Project.

Next Steps:

- If the amendment with the consultant for public information and education services, for continued outreach efforts for a potential street improvement bond, staff can pursue street repair more aggressively.

GOAL PRIORITY 2B:

Establish a sidewalk repair plan and program by December 2025

Lead Team/ Commission or Committee:

- Public Works Department

Recap of Past Accomplishments:

Public Works Department drafted and released a Request for Qualifications for on-call contractors.

3rd Quarter Update:

- At the meeting of January 21, 2026, the on-call contractors were awarded agreements—specifically for striping, pavement markings and curb paintings.

Next Steps:

- Work with the on-call contractors to address sidewalk repairs.

GOAL PRIORITY 2C:

Complete the Library/Community Center Master Plan with extensive public outreach and present to Council by December 2025

Lead Team/ Commission or Committee:

- Library Department
- Community Services Department
- Site Plan Ad Hoc Committee

Recap of Past Accomplishments:

The Site Plan Ad Hoc Committee was established by the City Council and began meeting in August 2024. The project launched in February 2025 and the consultant, architecture firm Group 4, was on site in February and April of 2025, meeting with stakeholders and the community and touring other library and senior/community center facilities in the region with members of the Ad Hoc Committee and staff. The first round of community engagement was focused on needs assessment and more than 600 people completed a survey and 3,000 people learned about the project through a pop-up kiosk at the Farmers Market, the Eclectic Music Festival, and other events. Staff also gave a project overview presentation to each of the City's Commissions and Ad Hoc Committee members spoke to community groups and organizations about the project. In June 2025, Group 4 presented the results of their site assessment, and the community needs assessment to the Ad Hoc Committee and sought input on a range of preliminary site development concepts. Staff conducted extensive public outreach efforts, including active engagement at local events, farmers markets, and special events to gather diverse input. At the July 2025 meeting, Group 4 presented site concepts refined based on previous Ad Hoc Committee input. Having previously rejected the idea of demolishing the historic Community Room, the three options presented included new construction that would incorporate the existing 1930 structure.

In July and August, the City Manager met with Group 4 and provided new direction regarding the site options and cost models that they should develop for the Committee's review.

At the September meeting, City Manager and Assistant City Manager/Chief Financial Officer, spoke to the Committee about cost and financing considerations, and the Committee reviewed three site plans that ranged between 27,510 SF and 40,780 SF, with a low-end cost of \$19M and a high-end cost of \$54M in today's dollars. The lowest cost option did not include any new construction but still met the project goals established by the Committee.

3rd Quarter Update:

- After being reviewed by the Committee, the Site Plan was finalized for presentation to the City Council on November 5, 2025. The Site Plan was reviewed by the City Council and Council received the recommendations of the Ad Hoc Committee regarding the site plan options.

Next Steps:

- The City will continue to explore funding options.

GOAL PRIORITY 2D:

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

Lead Team/ Commission or Committee:

- Community Services Department
- Finance Department
- Infrastructure Finance Working Group

Recap of Past Accomplishments:

Staff received City Council approval on July 16, 2025, to move forward with a Request for Qualifications (RFQ) to identify a private partner to redevelop, operate, and maintain the Arroyo Seco Golf Course. This marked a key step toward implementing the Master Plan and exploring viable funding options.

During the first quarter, staff focused on developing the RFQ and received approval from the City Council to release the RFQ on July 16, Council Meeting. This effort aligns with the broader goal of identifying sustainable operational models and potential investment partners.

Following City Council approval in July to issue a Request for Qualifications (RFQ) for a private partner to redevelop, operate, and maintain the Arroyo Seco Golf Course, staff successfully released the RFQ and have since received and evaluated the submitted proposals. This process represents continued progress toward implementing the Arroyo Seco Golf Course Comprehensive Plan and exploring sustainable funding and operational models.

3rd Quarter Update:

- Staff completed the RFQ process and identified a potential partner for the redevelopment of the Arroyo Seco Golf Course. The City interviewed four proposer teams that responded to the RFQ. On November 5, the City Manager provided an update to the City Council in Closed Session and received direction to proceed with an Exclusive Negotiating Agreement (ENA).
- With this direction, the City Manager may begin developing a term sheet for City Council consideration, which could ultimately lead to a redevelopment and management agreement. During the ENA period, key items to be negotiated may include lease term, proposed investment in course development, the timing and phasing of improvements, hours of operation, and related operational considerations. The City Manager will provide further updates to City Council during the January 21 Closed Session.

Next Steps:

- Receiving additional direction from City Council and working with the prospective partner to finalize the ENA and develop a future improvement plan.

GOAL PRIORITY 2E:

Begin working on the repair of the Westside Reservoir

Lead Team/ Commission or Committee:

- Public Works Department

Recap of Past Accomplishments:

- Public Works began preliminary work to be able to provide a roadmap for construction schedule of the Westside Reservoir. A task order for Initial Study and Mitigated Negative Declaration was awarded. CEQA Initial Study and Mitigated Negative Declaration is in progress. Seismic & Structural Analysis study completed. Geotechnical study was completed. Public Works conducted a public community meeting in Fall 2025 to introduce project to community.

3rd Quarter Update:

- AKD Consulting at 90% complete for the project's Preliminary Design Report – including confirming recommended replacement approach and updated opinion of probable construction impacts/costs.
- UltraSystems at 80% complete for the project's environmental documentation (CEQA Initial Study and Mitigated Negative Declaration). The IS/MND has been drafted and currently with Public Works for review and comments.

Next Steps:

- Finalize IS/MND and publish for 30-day community review.
- Preparing for City Council consideration in Q1/Q2 2026 to adopt environmental documentation and authorize advancement into final design and construction phase.

GOAL PRIORITY 2F:

Produce a plan and timeline for completion of repairs to Sewer infrastructure in compliance with the Sewer Consent Judgment

Lead Team/ Commission or Committee:

- Public Works Department

Recap of Past Accomplishments:

On July 16, 2025, the City Council awarded a six-year maintenance contract for sanitary sewer cleaning and closed circuit television (CCTV) inspection services. Year 1 will include Subsequent years will include cleaning and CCTV of 50% of the sewer infrastructure as required by the Sewer Consent Judgement.

3rd Quarter Update:

- Staff continues to work on a Request for Proposal for on-call sewer repair services to address sewer repairs that will be needed as the six-year maintenance contract cleans and identifies issues in the sanitary sewer network.

Next Steps:

- During the first year of the contract, the contractor will conduct cleaning and CCTV recording of the entire sewer infrastructure
- Staff will use the footage and inspections conducted by the contractor to plan and implement repairs through either CIP or street improvement projects.

GOAL PRIORITY 2G:

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)

Lead Team/ Commission or Committee:

- Public Works Department

Recap of Past Accomplishments:

As of July 16, 2025, negotiations with Athens Services regarding updating trash services to accommodate SB1383 have been completed. The rollout of organics trash collection began mid-June with commercial and multifamily properties receiving in-person waste assessments to determine appropriate service levels for each location. Athens and City staff created a transition team and meet on a weekly basis to organize and plan the implementation of new services and associated outreach/education.

Since July 2025, the City of South Pasadena and Athens Services made significant progress toward implementing a three-stream waste collection system in compliance with SB 1383, which requires separate collection of trash, recyclables, and organics. For commercial and multifamily properties, Athens began in-person waste assessments in late July to determine service levels and started delivering new blue recycling carts and green organics carts in late August. These customers are now required to sort materials by stream, with Athens continuing to provide on-site support and evaluating properties that may qualify for organics waivers.

3rd Quarter Update:

- For residential customers with manual barrel service, the transition began in November 2025. In late August and early September, residents received letters and postcards to select their preferred mix of new barrels—black for trash, blue for recyclables, and green for organics—with up to seven 32-gallon barrels provided at no cost. A final reminder letter was mailed October 1, 2025, with new barrels delivered in November along with educational materials. Outreach has included direct mailers, social media campaigns, Athens-hosted City Hall office hours, and public presentations to NREC, the Chamber of Commerce, and City Council to prepare residents and businesses for this citywide transition.

Next Steps:

- Athens Services and City staff are actively sending communication to the community in forms of letters, postcards, webpages, social content, and other outreach materials and engagement opportunities.

GOAL PRIORITY 2H:

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

Lead Team/ Commission or Committee:

- Public Works Department

- Corridor Transit Working Group (after being established)

Recap of Past Accomplishments:

- Staff has initiated conversations with City of Pasadena, Alhambra and San Marino to discuss coordination of N/S and E/W corridor connections related to the N-S Fair Oaks ITS Project, the Fremont/Huntington Corridor Improvement Project and potential traffic signal installation project at Monterey Road and Garfield Avenue.

Next Steps:

- With the Public Works Department now onboard, staff intends to bring an item to the City Council to establish the Corridor Transit Working Group. Working Group to be established. Discussion will be focused on Fremont Avenue, Fair Oaks Avenue, Huntington Drive and Marengo Avenue.

GOAL PRIORITY 2I:

Work on Parks Master Plan for completion and presentation in early 2026; begin construction on the 2 pocket parks

Lead Team/ Commission or Committee:

- Community Services Department
- Public Works Department

Recap of Past Accomplishments:

Construction of the Grevelia and Berkshire Pocket Parks began in early 2025 following City Council approval and was completed by late summer. During this time, the Parks Master Plan entered its formal outreach phase, collecting 475 completed surveys by July 21 to inform future planning efforts.

The Parks Comprehensive Plan completed its formal community outreach phase, which included 581 online survey responses, 446 statistically valid survey responses, two community meetings, and 15 stakeholder meetings. This extensive outreach provided valuable input to help shape the Plan and ensure it reflects community priorities. Staff is working with the consultant team to review and analyze the data. The project remains on track, with a draft Parks Comprehensive Plan anticipated for presentation in Spring 2026.

3rd Quarter Update:

- Construction of the two pocket parks was completed, and a ribbon cutting ceremony to celebrate the opening of the parks was held in December 2025.

Next Steps:

- Next steps include analyzing the staff survey results, the program assessment and drafting the Parks Comprehensive Plan for a presentation to City Council in March/April 2026.

GOAL PRIORITY 2J:

Study and enhance emergency/disaster readiness, including evacuation plans. Provide periodic public status reports of program enhancements.

Lead Team/ Commission or Committee:

- Fire Department
- Police Department
- Public Works Department

Recap of Past Accomplishments:

The Fire Department updated the required disaster worker course completions for all employees.

A Training Plan for all Departments regarding City Emergency Operations (EOC Overview, Command and General Staff) was developed by the Fire Department.

The Fire Department presented updated Fire Hazard Severity Zone Maps for Council, and Public Safety Commission.

Public Works has been supporting the Fire Department and Police Departments in efforts to enhance emergency/disaster readiness, like coordinating with the Fire Department regarding signage and curb painting for streets that do not have adequate width to support parking on-street.

The Police Department has submitted a request for federal funding to support the transition from analog to digital communications. This effort is intended to enhance interoperability with regional, state, and federal partners. The transition will include upgrades to both the Police Department's radio tower and its dispatch equipment. The request has passed initial approval and is pending further review for a slightly reduced amount.

A purchase order was generated for the Starlink satellite equipment, which is expected to be operational in early 2026. This equipment will ensure connectivity for both the Police Department and the City in the event of a disaster that compromises traditional internet capabilities.

3rd Quarter Update:

- The Police Department continues to conduct training with regional partners on the response to and management of disaster events. These efforts ensure that both line-level personnel and command staff are equipped with the skills necessary to effectively manage significant incidents at both the local and regional levels.

Next Steps:

- The Fire Department will continue to collaborate with Human Resources to integrate disaster worker courses into NeoGov for new hires
- Continuation of Community Emergency Response Team (CERT) Training
- Continuation of training with regional partners regarding mutual threat zones (Monterey Hills, Elephant Hill, Arroyo Seco)

GOAL PRIORITY 2K:

Continue efforts to provide infrastructure on electrification and sustainable/alternative energy options

Lead Team/ Commission or Committee:

- Public Works Department

Recap of Past Accomplishments:

Public Works began the design of the Level 3 charger to be installed in the Police Department parking lot and the Solar Canopy / Battery Backup to be constructed at the Hope/Mound parking lot. Charging rates were approved by City Council and the public chargers at City Hall and charges have been turned on.

Charging rates have been approved by City Council and the public chargers at City Hall have been turned on for public use. Additionally, a contract has been executed for Low Carbon Fuel Standard credits which will provide a revenue stream to the City based on the chargers installed and total electricity used.

3rd Quarter Update:

- Design of the Solar Canopy / Battery Backup to be constructed at the Hope/Mound parking lot continues to move forward.
- Staff has reengaged SCE to continue initiating EV charging stations at the Stoney Drive Storage Yard.

Next Steps:

- Once design is complete, work will continue with initiating EV charging stations at the Stoney Drive Storage Yard.

3. HOUSING:

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

GOAL PRIORITY 3A:

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)

Lead Team/ Commission or Committee:

- Community Development Department
- City Attorney

Recap of Past Accomplishments:

- On October 3, 2025, the Amendments to the General Plan, Housing Element, DTSP, Zoning Code, and Zoning Map went into effect to implement Measure SP.

3rd Quarter Update:

- On September 25, 2025, City staff formally submitted the amended Housing Element to the Department of Housing and Community Development (HCD). On November 25, 2025, HCD provided the City with a letter that outlined required changes that need to be made to the amended Housing Element.

Next Steps:

- City staff is actively working to prepare a response to HCD with a formal resubmittal of the amended Housing Element.

GOAL PRIORITY 3B:

Acquire and sell vacant CalTrans houses, with consideration of any properties suitable for affordable housing projects, by October 2025

Lead Team/ Commission or Committee:

- Community Development Department
- City Attorney

Recap of Past Accomplishments:

In August 2024, the City Council approved purchase and sale agreements for five vacant Caltrans properties. The City acquired the properties in September 2024 and sold them “as-is” in December 2024. The sales generated \$6,470,287.45 in net proceeds, which have been earmarked for affordable housing.

In April 2025, a supplement to the Housing Element Annual Progress Report (APR) was prepared and submitted to the California Department of Housing and Community Development (HCD) in accordance with Government Code Section 54239.6(b)(9). The supplement provided information on the ownership status of the properties acquired by the City in 2024, a financial accounting of the funds used for the purchase and sale of those properties, and included relevant transaction documents.

3rd Quarter Update:

- In October-December 2025, the City Attorney maintained regular communication with Caltrans’ team to discuss potential terms and details related to possible purchase and sale agreements for up to 12 Caltrans-owned properties.

Next Steps:

- The California Transportation Commission (CTC) is expected to consider approval of the purchase and sale agreements for Caltrans-owned properties in South Pasadena in the first quarter of 2026.
- Following CTC approval, the agreements will be presented to the City Council for review and approval.

GOAL PRIORITY 3C:

Finalize development agreement with Related California for the Mound/EI Centro senior affordable housing development by December 2025

Lead Team/ Commission or Committee:

- Community Development Department
- City Attorney

Recap of Past Accomplishments:

In November 2024, the City Council approved an Exclusive Negotiating Agreement (ENA) with Related SoCal Development, LLC (also known as Related California) to negotiate the terms of a proposed Disposition and Development Agreement (DDA) for a senior affordable housing project at the City-owned parcels located at 1503-1507 EI Centro Street. The project is proposed as 100% affordable housing for seniors.

As part of the ENA milestones, the developer held preliminary outreach meetings with the neighboring property owner and City staff. The developer also initiated due diligence activities, including environmental assessments.

In April 2025, the City kept in place an agreement with Keyser Marston Associates, Inc. (KMA) through the new fiscal year to provide financial analysis, pro forma evaluation, negotiation support, and guidance on structuring the affordable housing agreement and use of resale revenues from Caltrans property sales.

As part of its due diligence, the developer identified several title issues in the preliminary title report that must be resolved to secure title insurance, including an 1885 water easement and grant deeds from 1903 and 2006. A Phase I Environmental Site Assessment (ESA) recommended conducting a Phase II ESA.

In April 2025, the developer submitted a pre-development funding application to the San Gabriel Valley Regional Housing Trust (SGVRHT), which was approved in June 2025.

In July 2025, the South Pasadena Theatre Workshop, which had leased the building at 1507 El Centro Street since 2009, ended its lease and vacated the property.

In August 2025, City staff submitted a request to the California Department of Housing and Community Development (HCD) for a Surplus Land Act exemption for the property, which would streamline the process for moving the project forward.

In August 2025, the developer applied to the State's competitive Los Angeles Disaster Multifamily Finance Super Notice of Funding Availability (NOFA). This one-time funding opportunity is designed to address housing needs in Los Angeles County's disaster-impacted areas.

In September 2025, the developer wrapped up its Phase II ESA testing of the site.

3rd Quarter Update:

- In October 2025, Related California prepared alternative options for project financing based on City feedback.
- In October 2025, the City approved an adjustment to the ENA due diligence timeline to accommodate environmental testing, which has since been completed.
- In October 2025, The City and Related California agreed to a 3-month extension of the ENA.
- In November-December 2025, Related California reviewed the details and financing options of an anticipated Housing Production and Preservation NOFA to be issued by the Los Angeles County Affordable Housing Solutions Agency (LACAHS), using funding made available through Measure A.

Next Steps:

- Related California plans to apply in January to LACAHS's Housing Production and Preservation NOFA for one or more financing options to support new construction. The City and Related California will continue to meet biweekly to track progress on ENA milestones. The developer is also reviewing applicable ministerial entitlement requirements in preparation for submitting a formal project application. The developer and initial project concepts will be presented to the Planning Commission at a later date.

GOAL PRIORITY 3D:

Create a working group for Visioning South Pasadena 2050, including the “Mission Mile” and develop 3D models and drawings to represent the vision

Lead Team/ Commission or Committee:

- Community Development Department

Recap of Past Accomplishments:

The City has onboarded a new Community Development Director to assist in leading this project.

Next Steps:

- The Community Development Department will prepare an item for the City Council to explore options for the working group.

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.

GOAL PRIORITY 4A:

City Council sets annual priorities for calendar year by February 15 each year

Lead Team/ Commission or Committee:

- City Council

Recap of Past Accomplishments:

- At the meeting of February 19, 2025, the City Council approved and adopted their City Council Priorities for 2025.
- The City Manager’s Office developed a matrix named “City Council Scorecard” to account for the respective departments and commissions who are responsible for the priorities established by the City Council.
- The City Manager’s Office presented the quarter updates of the progress made towards those established priorities at the meetings of July 30, 2025 and October 1, 2025.

Next Steps:

- The City Manager’s Office will continue to bring forward the last quarterly Goals and Initiatives Update Report for 2025 to the City Council at the meeting of February 25, 2026.
- The City Manager’s Office will conduct a study session with the City Council on February 25, 2026 to establish goals and priorities

GOAL PRIORITY 4B:

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

Lead Team/ Commission or Committee:

- Public Works Department
- Public Works Infrastructure Commission

Recap of Past Accomplishments:

Public Works Commission and Mobility and Transportation Infrastructure Commission were combined into Public Works Infrastructure Commission, as of February 19, 2025.

The Design Review Board was dissolved and merged with the Planning Commission, as of May 16, 2025.

The newly merged commissions have met.

Next Steps:

- Continue analyzing opportunities for merging like-commissions.

GOAL PRIORITY 4C:

Commission Chairs work with staff liaison to establish meeting agendas, and Commission Chairs present to Council annually in October commission progress

Lead Team/ Commission or Committee:

- All Departments
- All Commissions

3rd Quarter Update:

- The Staff continue to collaborate closely with the Commission Chair to develop meeting agendas and ensure alignment with the approved work plan.
- Staff has developed a 6-month forecast agenda identifying the topics for the Community Services Commission to discuss. This forecast agenda will be provided to the Community Services Commission at the February 2026 meeting.

Next Steps:

- Commissions will prepare their reports and submit their workplans to City Council.

GOAL PRIORITY 4D:

Commissions set annual priorities and work plans, consistent with Council priorities by March annually

Lead Team/ Commission or Committee:

- All Departments

- All Commissions

Recap of Past Accomplishments:

Commissions worked on establishing calendars, in alignment with Council goals and priorities.

Next Steps:

- The City Clerk Division will work with all commissions to finalize their work programs for 2026

GOAL PRIORITY 4E:

On-board new City Manager and agree to performance evaluation criteria

Lead Team/ Commission or Committee:

- City Council

Recap of Past Accomplishments:

The City Manager started with the City on March 30, 2025, and agreed to the performance evaluation criteria.

At the meetings of July 30, 2025, and October 1, 2025, the City Manager's Office presented the City Council Scorecard quarterly updates.

Next Steps:

- The City Manager's Office will conduct a study session with the City Council on February 25, 2026 to establish goals and priorities

GOAL PRIORITY 4F:

Study role of City Treasurer and evaluate elected/appointed status

Lead Team/ Commission or Committee:

- City Council
- Finance Department

Recap of Past Accomplishments:

- Now that the Finance Department is fully staffed, the Finance Department has begun discussions of this priority.

Next Steps:

- The Finance Department will conduct an analysis of the options for the City Treasurer elected/ appointed status and bring an item to the City Council for discussion.

5. OPERATIONAL EFFICIENCIES:

Work with the City Manager to establish improved operational efficiencies

GOAL PRIORITY 5A:

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.

Lead Team/ Commission or Committee:

- City Manager’s Office

Recap of Past Accomplishments:

The City created the Public Affairs Manager/ Public Information Officer and filled it in August 2025.

Next Steps:

- Return to the City Council with a Communications Strategy.

GOAL PRIORITY 5B:

Establish a Project Management system to track progress of projects in progress and proper reporting and expense reimbursement system

Lead Team/ Commission or Committee:

- Public Works Department
- Finance Department

Recap of Past Accomplishments:

Public Works created internal systems to better track expenditures of projects and funding sources used to aid in expense reimbursement tracking.

The Finance Department hired a CIP Analyst, who started in July 2025, to support with the project management of CIP and provide budgetary and financial support to Public Works.

3rd Quarter Update:

- At the meeting of November 19, 2025, the City Council received a CIP update presentation.

Next Steps:

- Continue providing quarterly reports.

GOAL PRIORITY 5C:

Explore personnel to assist with grants

Lead Team/ Commission or Committee:

- Finance Department

Recap of Past Accomplishments:

The City contracted with two grant consultant firms to provide grant writing services.

Since the hiring of the firms, and at the time of this report, the City has submitted a total of 5 grant applications, for a total of \$___ in requests.

Next Steps:

- Continue seeking grant opportunities and leveraging the consultants to write grant proposals.

GOAL PRIORITY 5D:

Establish quantifiable Key Performance Indicators (KPIs) for each department

Lead Team/ Commission or Committee:

- City Manager's Office
- Finance Department

Recap of Past Accomplishments:

Throughout the FY 2025-2026 Budget Process, which was truncated due to a significant staff shortage, Finance staff discussed the more robust budget process planned for FY 2026-2027 that includes development of KPIs for each department.

Next Steps:

- The Finance Department will work with all departments to develop meaningful and quantifiable key performance indicators to be included in the FY 2026-2027 Proposed Budget. If adopted through the budget process, these KPIs will be updated and reported to City Council periodically throughout FY 2026-2027.

GOAL PRIORITY 5E:

Review recruiting and retention practices to recruit, attract and retain outstanding staff members, and consider a third party to conduct exit interviews

Lead Team/ Commission or Committee:

- City Manager's Office
- Human Resources Division

Recap of Past Accomplishments:

- There has been substantial progress made to increase the speed of filling vacancies and employing non-traditional recruitment methods, which include retaining professional recruitment firms, rolling interview schedules, initial phone screenings for highly qualified candidates, expanded advertising to include job-specific boards, cross-referencing applicant pools for like positions, and increasing hiring ranges for hard-to-fill/high turnover positions, etc. The momentum continued in filling vacancies, and new salary ranges and MOU's were adopted in September, which significantly increases the City's marketability from a compensation standpoint.

Next Steps:

- Exit interview procedures will be evaluated later this fall.
- Staff will continue to review and implement practices to retain and attract qualified staff.

GOAL PRIORITY 5F:

Successfully finalize Memorandums of Understanding (MOUs) with bargaining units

Lead Team/ Commission or Committee:

- City Manager's Office
- Human Resources Division

Recap of Past Accomplishments:

In June 2025, letters of agreement were executed by all bargaining units, (the City has four (4) bargaining units and one (1) unrepresented unit) to extend the current MOUs through December 31, 2025 and provided for a 2% salary increase for all City employees.

On September 3, 2025, City Council adopted new salary ranges for all classifications, based on a previously conducted classification and compensation survey, to move all positions closer to the median of comparator cities.

On September 17, 2025, City Council adopted successor MOUs with all four (4) of the City's bargaining units through June 30, 2028. These MOUs include annual COLA increases for all bargaining units to maintain competitive salary and benefits through the next 3 years.

Next Steps:

- HR and Finance staff are working to implement the provisions of the MOU.

Responses Overview Closed

Responses

226 

Average Time

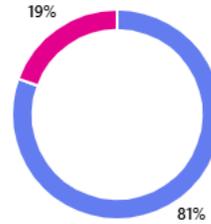
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Duration

31 Days 

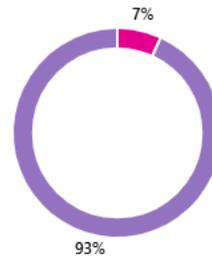
1. Do you live in the City of South Pasadena

- Yes 182
- No 44



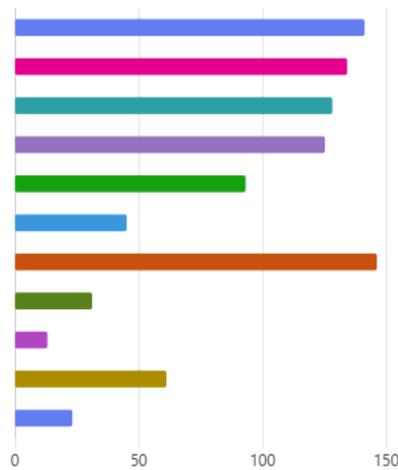
2. What is your connection to the City?

- I own a business in South Pasadena 0
- I work in South Pasadena 3
- I invest in property in South Pasadena 0
- Other 41

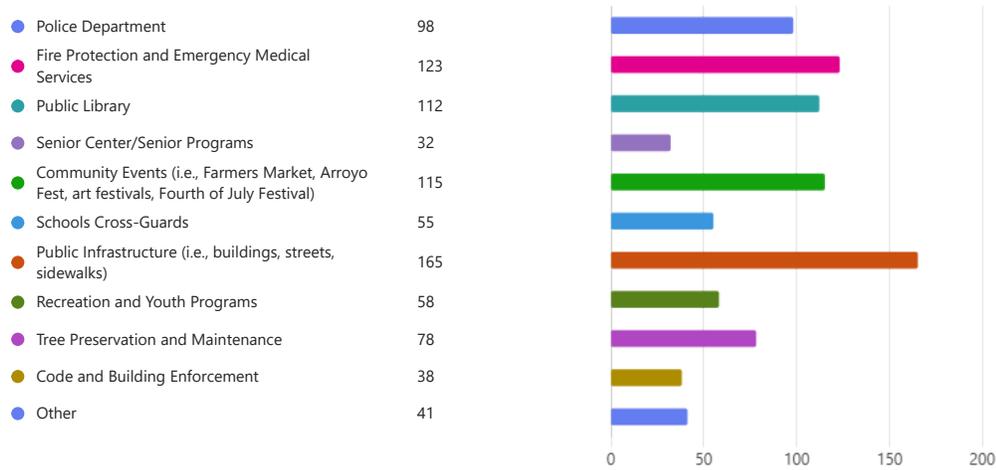


3. What is the most important reason you chose to live in the City of South Pasadena? (Multiple choice – all that apply)

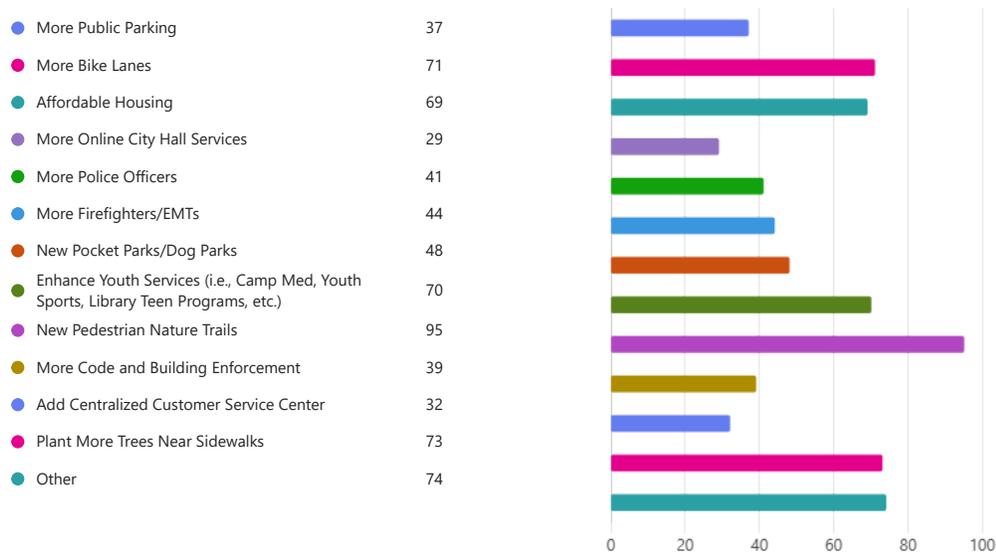
- Culture/Community Feel 141
- Schools and Education 134
- Safety 128
- Walkability 125
- Parks 93
- Public Transit 45
- Quality of Life 146
- Recreation Programs 31
- Senior Programs and Services 13
- Library and Community Amenities 61
- Other 23



4. What would you consider your top five priorities to **maintain** funding for in the City's budget?



5. What would you consider your top five priorities to **add** to the City's budget?



6. How would you rate public safety in the City in the past year? (1 - Lowest to 5 - Highest)



7. Rank your priorities to improve public safety. (Drag to the top = highest priority and bottom = lowest priority)



8. Are there other public safety priorities that the City should consider?

134 Responses

Latest Responses

"Inadequate lighting in certain areas"

"Lighting is needed along the Lohman trail. It is extremely dark and feels unsafe"

"Please add lights to the parking lot on the west side of Lohman Lane, between th... "

...

9. How would you rate the infrastructure and citywide facilities of the City? (1 - Lowest to 5 - Highest)



10. Rank your priorities to improve city-owned infrastructure. (Drag to the top = highest priority and bottom = lowest priority)



11. Are there other infrastructure and facility priorities that the City should consider?

118 Responses

Latest Responses

...

12. Rank your priorities to improve the quality of life in the City. (Drag to the top = highest priority and bottom = lowest priority)



13. Are there other programs and services that the City should consider?

63 Responses

Latest Responses ...

14. Rate the services contracted by the City for trash pickup, water payments, business licenses, tree trimming, and park maintenance.

1 - Poor 2 - Less Than Average 3 - Average 4 - Above Average 5 - Excellent Not Applicable



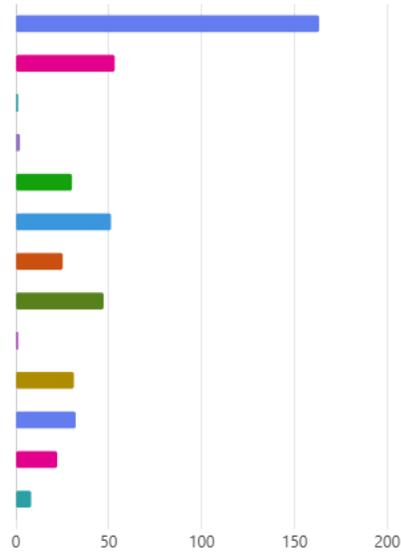
15. Do you have comments regarding services contracted by the City?

69 Responses

Latest Responses ...

16. How do you prefer to receive City communications?

● Email	163
● Facebook and Instagram	53
● LinkedIn	1
● X	2
● South Pasadena Mobile App	30
● Electronic Newsletters	51
● Printed Newsletter	25
● Text messages	47
● Podcast	1
● Mail	31
● Electronic Quarterly Recreation Program Guide	32
● Printed Quarterly Recreation Program Guide	22
● Other	8



17. Is there a specific need that you would like to consider?

105

Responses

Latest Responses



18. Do you have any general input or feedback for the City's fiscal year 2026-2027 budget that you would like staff and the City Council to consider?

79

Responses

Latest Responses

