CITY OF SOUTH PASADENA
ADDITIONAL DOCUMENTS

WEDNESDAY, AUGUST 5, 2026, AT 7:00 PM

ADDITIONAL DOCUMENTS

Additional Documents to the August 5, 2026 City Council Meetings. The attached documents include submitted written public comments and amendments to the agenda. 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.

ADDITIONAL DOCUMENTS TO THE AUGUST 5, 2026, CITY COUNCIL MEETING

- General Public Comment_Anne Bagasao
- General Public Comment_Lisa Hart
- General Public Comment_Yvonne LaRose
- Public Comment_Kim Lewis_ Item No. 13
- Public Comment_Michael Ribas_ Item No. 13
- Public Comment_Rick Settle_ Item No. 13
- Public Comment_Rod Yoo_ Item No. 13
- Public Comment_Sharon Shin_ Item No. 13
- Public Comment_Adriana Allin_ Item No. 13
- Public Comment_Shelley Yamane-Shinimoto_ Item No. 13
- Public Comment_Bill Yee_ Item No. 13
- Public Comment_Cecilia Wong_ Item No. 13
- Public Comment_Cheryl Lovejoy_ Item No. 13
- Public Comment_Debbie Santo-Woo_ Item No. 13
- Public Comment_Debi Jacobs_ Item No. 13
- Public Comment_Dennis & Monique Francis_ Item No. 13
- Public Comment_Erin Schlabach_ Item No. 13
- Public Comment_Florentino Monzon_ Item No. 13
- Public Comment_Irene Wong_ Item No. 13
- Public Comment_Julia Boehm_ Item No. 13
- Public Comment_Mike Noe_ Item No. 13
- Public Comment_Stephen Wang_ Item No. 13
- Public Comment_Yvonne LaRose_ Item No. 16
- Public Comment_Bianca Richards_ Item No. 17
- Memo for Item No. 1
- Memo for Item No. 17

From:	Elizabeth Anne Bagasao
To:	City Council Public Comment
Cc:	Priscilla Zaragoza; Erica Rede; Lula Cummings; Steven Leland; Rachel Hamilton; Rachel Russell; Michael Cacciotti; Judith Trout; Denise Durrett; Ella Hushagen; William J. Kelly
Subject:	General Public Comment August 5, 2026 Open Session
Date:	Tuesday, August 4, 2026 7:06:03 PM
Attachments:	Anne Bagasao General Public Comment August 5, 2026.pdf

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.

Dear City Clerk,

Attached please find my written General Public comment for the Open Session Meeting of the Council on August 5, 2026.

Thank you!

Sincerely,

Anne Bagasao

Public Comment to the South Pasadena City Council

In February 2025, this Council voted 3–1 against directing staff to draft a rent stabilization ordinance. You made that decision based on a deeply flawed consultant report and "education" from the California Apartment Association—an organization known for prioritizing landlord profits over community stability.

It is now August 2026. I doubt any of you could name the current local rent cap without looking it up. Yet three of you decided that the 53% of South Pasadena residents who rent their homes did not need stronger protections. And you still have not prioritized tenant protections this year.

As of August 1, 2026, owners of multi-unit residential buildings in South Pasadena are allowed to impose rent increases of **8.7%**. The average rent for a two-bedroom—what most families rely on—is **$2,650** according to Zillow. For those of you who are attorneys and pride yourselves on precision: **8.7% of $2,650 is $230.55 per month**, or **$2,766.60 annually**.

You may tell yourselves that "not every landlord raises rent the maximum." You're right—*not every landlord*. But if you bothered to ask your constituents who rent their homes, you would learn that most *do* receive the maximum increase, year after year. And they are receiving these increases during the highest gas, grocery, and healthcare costs in modern history—while many South Pasadenans work two jobs just to stay afloat.

You've heard from me for over a decade. So here are the voices of your own residents, reacting publicly to the 2026/2027 rent increases on the South Pasadena Shares Facebook group:

- **Jane Gould** – "My rent has gone up $1200 a month since I moved here… Since the property was bought by a management company, the rent has gone up the maximum every year."
- **Julia Goolia** – "South Pasadena is notorious… South Pas is not for normal peeps."
- **Holly Lang** – "Oh good… because the rent in South Pas is notoriously low."
- **Lula Cummings** – "My experience with the city councils over the past 12 years… has been pathetic… The dismissive, 'let them eat cake' response has left me with zero respect for these so-called leaders."
- **Vanessa Shih** – "We got our first increase of 8% last year… We will probably try for interdistrict transfer to keep our kids in school."

- **Valerie Rose** – "I loved my apartment but I always got the max increase. It seems only property owners get a real cost-of-living increase."
- **Casey Dukes** – "Emotionally preparing to get our letter July 1. We always get the max increase."
- **Vee Ree** – "This is awful."
- **Em-tastic J Bee** – "What is the justification for this? I thought we wanted families here… How can people afford this??? 8.7% is a lot."
- **Melissa Valdez-Again** – "I just got my increase letter… Ever since Bryant took over managing our property, they have taken every opportunity to increase all rates and decrease service."
- **Rilla Alexander** – "It's not okay and sadly we have to leave (in part) because of that."

As the co-founder of the South Pasadena Tenants Union—which I ultimately shuttered after your February 2025 vote, because honestly, what was the point?—I have watched this community continue to change. Families leaving. Seniors forced to move in with their children. And at the same time, more and more units sitting vacant or dormant. That is the landscape you have allowed to take shape.

I am not writing this letter to ask you to do more. We are all resigned to the fact that you won't. You read the news; you know how everyday Americans are struggling. More than half of you on this dais identify as Liberals, yet when it comes to protecting tenants—the majority of your own residents—you vote like MAGAs. That is not hyperbole; that is your record.

I won't assume you know that AB 1482 expires in 2030. So I'll ask plainly: **When do you plan to create a local ordinance?** You have no problem fighting to preserve the "charm" of single-family neighborhoods and invoking SB 79's protections for rent-controlled buildings when it benefits you and your neighbors. When it's convenient, rent stabilization is suddenly a good thing.

Meanwhile, South Pasadena still doesn't have a **$14,000 rental registry**. Why?

We somehow found close to **$10,000** to host two World Cup watch parties—wonderful events, truly—scraping together funds for the second one. Yet you can't find the money for a rental registry? A basic tool for transparency and accountability?

So no, I'm not here today to grovel or beg you to do the civilized, humane thing for the majority of South Pasadenans. I'm here to say **shame on all of you** for lacking the political backbone to protect South Pasadenans from unnecessary displacement and despair.

From:	Lisa Hart
To:	Christina Monde; rap.commissioners@lacity.org; vgordo@cityofpasadena.net; mhawkesworth@cityofpasadena.net; district1@cityofpasadena.net; district2@cityofpasadena.net; district3@cityofpasadena.net; district4@cityofpasadena.net; district5@cityofpasadena.net; smadison@cityofpasadena.net; jlyon@cityofpasadena.net; City Manager"s Office; City Clerk"s Division; City Council Public Comment; councilmember.hernandez@lacity.org; councilmember.nazarian@lacity.org; Councilmember Blumenfield; Councilmember Nithya Raman; councilmember.yaroslavsky@lacity.org; councilmember.padilla@lacity.org; Councilmember Rodriguez; Councilmember Harris-Dawson; councilmember.price@lacity.org; cd10@lacity.org; councilmember.park@lacity.org; councilmember.lee@lacity.org; councilmember.soto-martinez@lacity.org; councilmember.jurado@lacity.org; councilmember.mcosker@lacity.org; safecleanwaterla@pw.lacounty.gov; scwpcommittees@pw.lacounty.gov
Cc:	Maue, Brent; dpetschauer@cityofpasadena.net; Julian Lee; karen.bass@lacity.org; Randall Winston; admin@gabrielenoindians.org; Mark Forbes; lyric.kelkar@lacity.org; Lilly Sarafian; David Giron; Daedre Levine; Kristen Pawling; Yadila Guerra; Sean Starkey; Martin Schlageter; Genevieve Arce; Andrew Westall; Kevin Brunke; josh.yeager@lacity.org; kate.pynoos@lacity.org; Davida Koren; Anissa Raja; steve.baule@lacity.org; Virginia Wei; yesenia.huerta@lacity.org; Ted Walker; kevin.ocubillo@lacity.org; Charles Miller; Aurora Corona; Muriel Nacar; Alexandra Tangalos
Subject:	opposition to Arroyo Seco Water Reuse Project
Date:	Saturday, August 1, 2026 9:46:51 AM
Attachments:	image.png image.png image.png Sustainability Alliance Arroyo Seco Water Reuse Project letter 2026 08-01.pdf

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.

Hello

Below and attached is our comment letter in opposition to the Arroyo Seco Water Reuse Project, also to be submitted for the Draft EIR. Thank you for your attention.

We are writing to express our opposition to this project. While we support the goal of clean water, we ask you to develop a plan that will achieve this by identifying and addressing pollution at the source using nature-based solutions and involving the community from the beginning steps of the process. *Nature-based solutions* is a term that has been used far too loosely, and we aspire to a more exacting application of the term. We understand that the Safe Clean Water Program is in the process of revising its definition, and it is our position that use of a more stringent one would serve this project well.

On July 12 we hosted a public and often tense meeting on the subject, and recognize that due to misinformation on the issue, it can be difficult to parse the truth from the hyperbole. We address some of the frequently mentioned issues below.

There is conflicting information about the Kizh Nation's views about the project (see page 367 of the Draft EIR and this post on Save San Pascual Park's Instagram account), but given the history of exploitation of indigenous populations (and, centuries after Europeans first arrived, the initial poor outreach about the project), I imagine the concerns raised by the Kizh give most people who might be in support of the project pause. They certainly do us.

I also imagine we have all learned at this point that community engagement is not always easy and is not always pleasant, and does not always yield what we want. Sometimes it might not yield a strong reaction; other times you will regret not doing it. But it is better to be safe than sorry.

We recognize that the land, as special as it is, is not undisturbed, and that the stream is already channelized. But we want to move toward restoration, not further from restoration. We do not want plastic-lined pools. We want clean water, restoration of the Arroyo Seco, and a healthy, native riparian ecosystem, and also support the goal of more native plants and trees, but not at the expense of the natural park and the many mature native trees we have now.

Although addressing the Arroyo Seco Golf Course (which, we should remind people, is a public course) might seem irrelevant given that we want the water pollution to be addressed at the source, the course has been frequently discussed, so we think it bears mentioning that we would love to see no glyphosates used and the implementation of other sustainable practices such as planting native plants there. One option, which the City of Los Angeles's Department of Recreation of Parks is considering for certain City of Los Angeles golf courses, is the Audubon Cooperative Sanctuary Program for Golf Courses. People might feel better about diverting water to a golf course if that were the case, and might feel better about not diverting even more water (62 acre-feet) to the golf course as reported at one point by the City of Pasadena (page 2) than is currently diverted (30 acre-feet). It should be noted that according to the City of Pasadena currently and the draft EIR (page 96), the amount diverted would remain the same at 30 acre-feet (page 96); the conflicting information has been a source of confusion.

We recommend that the entities relevant to the San Rafael drainage area develop a proposal that will be supported by the communities at large. We would not recommend that the City of Los Angeles enter into an agreement with the Cities of Pasadena and South Pasadena granting them "access to operate and maintain the portion of the San Pascual site within Los Angeles *in perpetuity*" (page 107, the emphasis is ours) for several reasons, including but not limited to the fact that such an agreement could be in conflict with the Los Angeles City Charter.

We understand that cleaning the water is mandated by state law and view the uproar against this project as a call for the Safe Clean Water program, if not sufficiently incentivizing the river restoration programs that people are calling for, to revise their scoring criteria.

We want more, and better. There are those who are saying we are letting the perfect be the enemy of the good, but let's try harder to get closer to the future the community wants for the river. Yes, it is not realistic to propose an entirely naturalized river, but we would like to collaborate with adjacent entities, including the Cities of Pasadena and South Pasadena, to approach something along the lines of the Olmsted-Bartholomew Plan. We are saying, ***start over,*** with a different lens, orientation, and set of values.

Thank you,

Lisa Hart *(she/her)*
Executive Director
Los Angeles Neighborhood Council Sustainability Alliance
lisahart@ncsa.la
323.660.2780 (cell)
linkedin.com/in/lisamariehart
ncsa.la

NEIGHBORHOOD COUNCIL SUSTAINABILITY ALLIANCE®

August 1, 2026

Re: Opposition to proposed Arroyo Seco Water Reuse Project

Dear Los Angeles City Council, City of Los Angeles Board of Recreation and Parks Commissioners, City of Pasadena leadership, City of South Pasadena leadership, and Safe Clean Water Program leadership,

We are writing to express our opposition to this project. While we support the goal of clean water, we ask you to develop a plan that will achieve this by identifying and addressing pollution at the source using nature-based solutions and involving the community from the beginning steps of the process. *Nature-based solutions* is a term that has been used far too loosely, and we aspire to a more exacting application of the term. We understand that the Safe Clean Water Program is in the process of revising its definition, and it is our position that use of a more stringent one would serve this project well.

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I also imagine we have all learned at this point that community engagement is not always easy and is not always pleasant, and does not always yield what we want. Sometimes it might not yield a strong reaction; other times you will regret not doing it. But it is better to be safe than sorry.

We recognize that the land, as special as it is, is not undisturbed, and that the stream is already channelized. But we want to move toward restoration, not further from restoration. We do not want plastic-lined pools. We want clean water, restoration of the Arroyo Seco, and a healthy, native riparian ecosystem, and also support the goal of more native plants and trees, but not at the expense of the natural park and the many mature native trees we have now.

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Thank you for listening,

Lisa Hart

Lisa Hart
Executive Director

Los Angeles Neighborhood Council Sustainability Alliance
ncsa.la | lisahart@ncsa.la | 323.660.2780

Cc: Brent Maue
Dawn Petschauer
Julian Lee
Karen Bass
Randall Winston
admin@gabrielenoindians.org
Mark Forbes

From: Yvonne LaRose
To: City Council Public Comment
Subject: General Public Comment, August 5, 2026: Solar Panel Fire Containment Readiness and Outreach
Date: Tuesday, August 4, 2026 12:09:27 PM

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.

The future of solar energy is an essential part of our existence. South Pasadena is now using at least 24 KW of solar power. That number is growing. Are we, as a community (let alone) our first responders, prepared to deal with a fire similar to the recent one in Boyle Heights?

These types of fires pose unique challenges for immediate extinguishment - challenges that our first responders and property owners need to know and address.

The cost of making these modifications is not only reasonable, it may also be available from FEMA funds. A simple Google search revealed the following (added as Footnote 3) potential costs and sources.

In the proper chain of order for making a request to address the City Council regarding public safety matters, I am taking a step out of the traditional to request three actions by Council:

1. Creation of a training regimen specifically for our first responders with regard to de-energizing, suppression, and extinguishment of solar [panel] fires.

2. Creation of an additional segment in the CERT program that can serve as an introduction to the basic concepts and practices used by owners and residents who have solar panels, especially regarding de-energizing a solar panel array.

2.a. That the CERT training specifically include outreach and inclusion of the senior and disabled populations in these trainings.

Respectfully submitted
Yvonne La Rose

___

FOOTNOTES:
1.
To extinguish a solar panel fire safely, you must prioritize **de-energizing the system** to eliminate high-voltage electrocution risks before or during suppression. Traditional firefighting foam is ineffective for solar arrays. Instead, first responders use **plain water applied from a strict safety distance, or a specialty light-blocking polymer spray**. [1, 2, 3, 4, 5]

Because photovoltaic (PV) modules generate electricity whenever they are exposed to light, they cannot be simply "turned off" at the panel level without specialized intervention. [2, 5, 6, 7, 8]

1. Immediate Safety Measures (For Homeowners)

- **Evacuate immediately:** Solar fires involve hazardous chemicals and extreme high-voltage direct current (DC).

Call emergency services: Dial 911 or your local emergency number and explicitly tell the dispatcher that solar panels are involved.
- **Hit the rapid shutdown:** If safe and accessible, use the solar emergency disconnect or rapid shutdown switch to isolate power behind the inverter.
- **Do not use a garden hose:** Water conducts electricity; spraying a household hose at an active PV array can cause a fatal shock. [5, 9, 10, 11, 12]

2. De-energizing Tactics (For First Responders)

- **Isolate the utilities:** Turn off the main breaker from the utility grid and the DC/AC disconnect switches from the solar and storage systems.
- **Activate rapid shutdown:** Turn the external rapid shutdown dial from "ON" to "OFF" to reduce rooftop voltage to safe levels.
- **Apply a light-blocking agent:** Products like PVSTOP Solar Panel Block Out can be sprayed directly onto the panels. This creates a non-conductive "liquid tarpaulin" that blocks light, de-energizing the entire system in seconds so responders can work safely. [2, 14]

3. Suppression Strategy

- **Use plain water:** Testing from firefighting networks like FireRescue1 proves plain water is the most effective tool. Avoid Class A or B foams as they do not provide cooling benefits for metal and glass components.
- **Maintain safe distance:**
-
    - Apply a **straight stream from at least 20 feet away**.
    - Apply a **fog pattern from at least 5 feet away**. [13, 16]
- **Avoid specialized tools:** Never use handheld metal tools or "hot sticks" to pull apart panels, as hot sticks only detect AC voltage and will fail to flag dangerous DC voltage. [17]

4. Handling Associated Battery Fires

If the solar array is connected to a home Energy Storage System (ESS) using lithium-ion batteries, treat it as a chemical hazard:

- **Ventilate first:** Batteries undergoing thermal runaway release highly explosive gases. Responders must open up the space before applying water.
- **Continuous cooling:** Copious amounts of water must be applied directly to the battery enclosure to lower internal temperatures.
- **Monitor for rekindling:** Damaged lithium-ion batteries can spontaneously reignite up to 72 hours after the initial fire is extinguished. Keep a specialist on-site to monitor the system. [1]

FOOTNOTES:

2. There is no specific public database or published city report tracking the exact count of individual buildings or structures in South Pasadena utilizing 20 or more solar panels.

Solar Information Context

- **Average Systems:** Standard residential installations in South Pasadena typically average around 10 kW (roughly 24 to 26 panels depending on wattage), meaning many residential and

commercial roofs exceed the 20-panel threshold. [1, 2]

- **Large Projects:** Major public installations include school district projects across sites like South Pasadena High School and Monterey Hills Elementary School, as well as civic center microgrid setups. [1, 2]

If you are looking for data on a **specific commercial building, school, or residential street**, let me know and I can help search for permit or project specifics.

AI responses may include mistakes.

FOOTNOTES:
3.

Cost Breakdown of Existing Modules

- **National Fire Protection Association (NFPA)**: Offers standardized online training like *Energy Storage and Solar Safety for Emergency Responders* priced around $35.00 list price or $31.50 for members, with volume discounts dropping below $30.00 for groups of 100+. [1]
- **Specialized Private Academies**: Advanced photovoltaic (PV) fire safety certification tracks from organizations like the International Solar Cleaning Academy cost roughly $349.00 per individual user license. [1]
- **Grant-Funded & Free Resources**: Many baseline awareness programs—such as the Interstate Renewable Energy Council (IREC) and International Association of Fire Fighters (IAFF) modules—are fully funded by agencies like FEMA or the Department of Energy, providing digital course components and certificates at **no direct cost** to local departments. [1, 2, 3, 4]

Development and Implementation Factors

- **Custom In-Person Instruction**: Hiring certified hazardous materials or solar-response specialists for hands-on localized drills generally requires custom quoting based on duration and travel logistics. [1]

Curriculum Integration: Modifying local CERT 20-hour volunteer frameworks (which are typically free and state- or FEMA-backed) usually incurs zero software licensing costs if adopting existing open-access videos and slides from national fire safety repositories. [1]

From: Kim Lewis
To: City Council Public Comment
Subject: August 5 City Counil Meeting: Submission of Written Testimon in Support for Agenda Item 13
Date: Monday, August 3, 2026 8:00:25 AM

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.

Dear City Council Members:

I am a homeowner in South Pasadena and have lived here in this city for over 20 years. I have been taking the Pickleball recreational classes for adults for the past 4 years and have played on the tennis courts at Orange Grove Park. I pay for these classes to the City Recreation Department twice a week, which has amounted to thousands of dollars over time. These classes are very important to me as a 60 year old woman who has finally found a sport to enjoy socially with others.

I am ashamed to say that I have never seen public courts in such disrepair and such dangerous conditions as these. This is a city that has many resources due to high real estate values and high property taxes. It is truly appalling, disheartening and unacceptable. Every other nearby city (Alhambra, Pasadena, Altadena, among others) has invested in safer and well maintained courts for Pickleball and Tennis while South Pasadena neglects these courts year after year.

The problems with these courts are numerous and obvious, including:

1. There are holes, cracks, and dangerous uneven surfaces throughout all of these courts;
2. The court surface is so deeply warn down that it creates a constant slip and fall risk;
3. The paint on the courts is barely identifiable or viable due to excessive wear and tear;
4. The walls are peeling throughout all courts;
5. The ground is constantly dirty and full of dust and debris;
6. The lights are very dim and wholly inadequate which makes playing after 5 pm very dangerous in the fall and winter months.

The neglect of this space cannot continue. Therefore I support the agenda item 13 recommendation to award any and all investments to quickly repair these courts so they are not dangerous to recreational play. While I support the awarding of a construction contract to resurface these courts, I further question how $93,000 will cover the cost of the full resurfacing and all of the needed work for improvements described above to make these courts safe and to justify the City's ongoing collection of fees from people who sign up for these classes every month on multiple days per week.

These are the only courts we can use as residents of South Pasadena and we are desperate for them to be repaired. Please ensure any contract to do this work includes proper resurfacing and adequate lighting to ensure safe recreational Pickleball can continue with the financial support we continue to pay the city without such a safe and adequate option for us.

Please feel free to contact me with any questions.

Thank you,

Kim Lewis

South Pasadena Resident
[redacted]

From: Michael Ribas
To: City Council Public Comment
Subject: Orange Grove Park Court Renovation Contract
Date: Monday, August 3, 2026 9:45:43 AM

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.

I'm writing to ask about details regarding the renovation of the pickleball/tennis courts.

1) Are the courts going to be repainted so that all of them to continue to be dual-use pickleball and tennis? An idea was floated back in February where half the courts would be dedicated to pickleball and to tennis, which shows a huge misunderstanding of how the courts are actually used. There are frequent times when pickleball court usage is at full capacity (eight courts). If half of the available area were to be reserved for tennis only, that would remove four pickleball courts permanently, significantly limiting the usefulness of the park for rec play, not to mention tournaments. I sincerely hope that the city instead maintains dual-use layout. Alternatively, it could make OGP courts exclusively for pickleball while continuing to keep the courts at Garfield Park tennis only or it could make the courts at both parks fully mixed use given that pickleball huge popularity.
2) Can the paint colors be redone to ensure higher visibility for pickleball court lines? Currently, baselines for pickleball are blue against the green main surface, making visibility difficult for opposing side players. A color that contrasts better against green would be extremely beneficial.
3) Will resurfacing be included in the project? There are numerous cracks, which cause balls to bounce unpredictably and which present a tripping hazard to players, especially senior citizens.
4) Will the lighting be improved? Current lighting for the court doesn't seem to be specialized for court usage.

Thank you for considering these matters. I'm a longtime resident of South Pas (since 2008) and Iand my kids use the pickleball courts two to three times a week without fail. Pickleball has become a huge part of not only our lives but also the community's. I can think of no other sport or activity that is so popular, has such a low barrier to entry and has so many benefits, including bringing together people of all ages, ethnicities, and walks of life. It truly is a remarkable thing, and I hope that the city will do everything it can to improve the experience for everyone.

Sincerely,

Michael Ribas
[redacted]

From: richard settle
To: City Council Public Comment
Subject: Orange Grove pickleball
Date: Tuesday, August 4, 2026 8:07:32 PM

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.

Sent from my iPhon

We play pickleball with Michele Pusateri. She is awesome; the classes are great! Please resurface the courts at OG park. We need it for safety!!

Thank you

Rick Settle
Beth Bythrow

[redacted]

From: Roderick Yoo
To: City Council Public Comment
Subject: Orange Grove Pickleball/Tennis court renovation
Date: Tuesday, August 4, 2026 12:01:23 PM

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.

Please consider improving all aspects of the Orange Grove courts, including but not limited to; improving lighting to necessary lumen outputs appropriate for safe pickleball/tennis activities, filling cracks and resurfacing for safe traction, new wall or reinforcing the aging North wall, and if possible, taking measures to mitigate sound that would disrupt the living environment of our great neighbors on El Centro(some of whom enjoy these courts as much as I do)

For decades, these courts have been a center for community gatherings and reinforcing communal spirit, while encouraging and supporting physical and mental health. Please do all in your power to improve and support our community centerpiece.

Thanks,
Rod Yoo (OG 3-4x a week for over 3 decades)
[redacted]

From: Sharon Shin
To: City Council Public Comment
Subject: Pickleball court maintenance
Date: Wednesday, August 5, 2026 10:22:51 AM

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.

Hello:

I believe Pickleball has been the City's lifeline for several years now and most popular class. It is too bad that the courts are in such disarray.

The courts are filthy, the instructor had to call several times for help from the City because unhoused people used to camp out in the corner and used it as a public toilet, there is not enough shade, the ground is uneven (I have slipped several times in the "dead spots"), there are not enough seats, no nearby water fountain, rust all over everything metal, lines that are not visible, paint peeling from every wall. The list goes on and on and I have repeatedly said these comments in the survey which obviously goes unnoticed or recognized.

Several occasions, large groups gather and play music and bring dogs. I have told said parties that go unnoticed. It is not my job to "police" the area. There should be visible signs what is NOT allowed. The sign that is out now you can barely read.

It really is too bad that such a popular sport among the old and young and between, that the courts cannot be well maintained in a manner that we could be proud.

Sincerely,
Sharon Shin
[redacted]

From: Adriana Allin
To: City Council Public Comment
Subject: Orange Grove Park Courts Hearing
Date: Tuesday, August 4, 2026 9:53:45 PM

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.

Distinguished Council Members:

My name is Adriana Allin and while I am not a current resident of South Pasadena, I can say I have proudly been of service to the community for over ten years volunteering for AYSO and other community services, such as helping to teach pickleball to the community.

I learned to play pickleball at the very first Rec class that was offered back in 2022. In the last four years I have watched Orange Grove courts go from a place where children & dogs ran around. To a very welcoming community of pickleball players young and old. So many times residents walk by and have joined us to play. It's that inclusive.

The courts are in very poor and frankly unsafe conditions. The court needs to be leveled, resurfaced and needs proper lighting. It would be great if the city could also provide shade. All the local courts have a form of shading.

The courts need a serious upgrade in order to shine just like the rest of the city. Pickleball is growing very rapidly as it is an easy sport to play unlike tennis, where the numbers of tennis players continue to drop consecutively for the last 25 years. The city has to adapt to more pickleball players than tennis players.

Please take action to address this long needed upgrade. The city benefits from visitors who com and play, because they also shop and dine in the city. And the city would lead the way for continuing to provide a place for elder players to have a safe place to play.

Thank you for your time.

Adriana Allin

From: Shelley Yamane-Shinmoto
To: City Council Public Comment
Subject: Orange Grove Park
Date: Tuesday, August 4, 2026 5:19:19 PM

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I have enjoyed playing pickleball at OGP for the past 3 years. However, it would be to the benefit of the City and those who use the courts to make some basic improvements. Lighting would be a wonderful addition enabling us to play during the evenings, especially when it's too hot to play during g the day. There are a few areas on the courts that need to be resurfaced as the uneven surface creates a safety hazard. However more importantly, the courts are filthy - always filled with debris and occasionally feces. At minimum, a weekly cleaning and ideally a power wash would go far in creating a safer and more pleasant environment for everyone.
Shelley Yamane-Shinmoto
Sent from my iPhone

From: Bill Yee
To: City Council Public Comment
Subject: Orange Grove Park - Pickleball refurbishment
Date: Tuesday, August 4, 2026 10:45:06 PM

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.

To whom it may concern:

I am a resident of Alhambra (northwest, abutting South Pasadena). I play pickleball fairly regularly at Orange Grove Park. I would like to express my support for getting the Orange Grove pickleball courts refurbished (resurfaced and painted, etc) and improving the lights on the court. I enjoy the camaraderie and fun of playing with fellow pickleballers.

Sincerely,
Bill M. Yee

From: Cecilia Wong
To: City Council Public Comment
Subject: Fwd: Orange Grove Park renovation
Date: Tuesday, August 4, 2026 5:37:02 PM

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.

---------- Forwarded message ---------
From: **Cecilia Wong** [redacted]
Date: Tue, Aug 4, 2026 at 5:32 PM
Subject: Orange Grove Park renovation
To: <ccpubliccomment@southpasadena.gov>

I am writing to address the much needed renovation for Orange Grove Park. My family has been a resident in SP for over 25 years. Just like a lot of people everywhere I have been playing pickleball at the park for a couple of years. The condition of the park has been less than satisfactory for many reasons. Uneven court which makes playing super slippery on numerous occasions. The lines on the court faded so much that its hardly visible. Maintenance is much needed. Since the condition is so undesirable I have been forced to go to other cities to play. I hope our city could make it a priority to improve the condition of Orange Grove park so SP residents can continue to enjoy our own park.

From: Cheryl LOVEJOY
To: City Council Public Comment
Subject: Improving pickleball courts at Orange Grove Park
Date: Tuesday, August 4, 2026 10:34:48 PM

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.

Dear Leaders,

Please do make the improvements to the pickleball and tennis courts by resurfacing them and fixing the lighting. We love playing there each Monday night - the highlight of our week!

Thank you so much,

Cheryl Lovejoy
Sent from my iPhone

From: Debbie Santo-Woo
To: City Council Public Comment
Subject: Orange Grove Pickleball courts
Date: Wednesday, August 5, 2026 10:08:02 AM

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.

Dear Council Members,

I am happy to hear that renovations for the tennis/Pickleball courts at Orange Grove Park our planned! I personally spend around around three days a week playing there. I started in Michelle‘s class about two years ago and has since become a big part of my life. I’ve made so many new friends and was quite a few pounds in the process. My friends refer to OG as being janky… but we love the atmosphere and the set up at Orange Grove. It is great that it is set up for eight pickleball courts and the ability to bring our own nets.

The major complaint about these courts is the lighting. The the lighting at the courts when I first started were great, but then it was changed to a fluorescent type of light. It is rather dark and very hard to see the ball in the evenings.

Thank you for your consideration.

Debbie Santo-Woo

Sent from my iPhone

From: Debi Jacobs
To: City Council Public Comment
Subject: Orange Grove Park Renovation Contract
Date: Sunday, August 2, 2026 9:52:19 PM

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.

To Whom It May Concern:

I have had the pleasure of utilizing the city of South Pasadena's Orange Grove Park pickleball courts. I have observed that the city of South Pasadena's pickleball program has become an important recreational opportunity for South Pasadena residents of all ages.

I welcome the pickleball courts being resurfaced as the current court surfaces have uneven areas that should be properly leveled to improve safety, eliminate trip hazards, and provide a better playing experience.

Lastly, the current parking lot lighting does not provide adequate illumination for safe evening ball play. I'd like to request that the city of SP replace the lighting designed specifically for tennis and pickleball courts that meets current sports lighting standards and provides safe, even illumination for players.

Thank you for your willingness to Invest in these improvements now knowing they will create a safer, higher-quality facility that will benefit the community for many years to come.

Thank you,
Debi Jacobs

From: M Francis Home and Garden
To: City Council Public Comment
Subject: Orange Grove Park Pickle Ball Renovation
Date: Saturday, August 1, 2026 4:14:24 PM

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I'm a South Pasadena resident for 61 years and currently reside a few blocks from the court.

My husband and I have spent countless hours enjoying the pickle ball courts. The numerous benefits to our health and the community at large is truly amazing. So interesting how a simple game can bring citizens from every age group to play, compete and have fun. Never have I seen so many people motivated to come, play and make new friends at Orange Grove Park since the formation of the pickle ball courts.

I grew up with The Plunge (swimming pool at Orange Grove Park) and have many fond memories. 30+ years past by, since it was removed and it seems the city has neglected this beloved court. Unfortunately, many attributes are in dire need of repair and renovation (safety issues abound, old equipment and fixtures, outdated aesthetics and lack of contemporary design, proper and inefficient lighting, just to name a few).

Renovation of the court should be accomplished and expedited. South Pasadena has the reputation and prides itself on outdoor community engagement. A city where citizens of all ages can appreciate and experience the joy of a well developed and maintained pickle ball court.

The return on this investment strengthens all stakeholders in the city, citizens and their families alike. It is a perfect project to complete and would be another testament why we live in our beloved South Pasadena.

Dennis & Monique Francis
[redacted]

Sent from my iPhone

From: Erin Schlabach
To: City Council Public Comment
Subject: Public Comment: Orange Grove Park Court Renovation Contract
Date: Wednesday, August 5, 2026 10:40:13 AM

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.

Dear Mayor and Members of the South Pasadena City Council,

I am writing in support of the proposed Orange Grove Park court renovation project and to encourage the City to make this investment a priority for our community.

A few years ago, I decided to take pickleball lessons through the City of South Pasadena. At the time, I had no idea how much that decision would impact my life. It reconnected me to a part of myself I hadn't experienced in years—my athleticism, my confidence, and the simple joy of movement.

Since then, I've gone on to play in multiple pickleball tournaments, but perhaps more importantly, I've found community. Before joining the pickleball program, I didn't know many people in South Pasadena. Through the courts at Orange Grove, I've met neighbors of all ages and backgrounds, built friendships, and become much more connected to the city I call home. That sense of belonging is difficult to measure, but it is incredibly valuable.

Every Sunday, the courts at Orange Grove are full. It's wonderful to see so many people outside, exercising, laughing, and spending time together. The demand for these courts is obvious.

Unfortunately, the condition of the courts no longer reflects the strength of the community using them. The playing surface is uneven in multiple areas and becomes slippery in places, creating real safety concerns and trip hazards. The courts are visibly worn and not well maintained. Community members regularly bring their own leaf blowers and volunteer their time just to keep the courts playable. While that speaks to the dedication of the players, it also highlights the need for the City to invest in this facility.

I also hope the City will ensure that the renovation includes properly leveling the court surface and will consider installing lighting designed specifically for tennis and pickleball courts. I would love to play more often during the week after work, but the current lighting makes evening play difficult, so I often have to leave South Pasadena and play in neighboring cities instead.

Many surrounding communities—including Pasadena and Alhambra—have invested in quality pickleball facilities because they recognize what these spaces provide: opportunities for recreation, intergenerational connection, healthier residents, and stronger communities. South Pasadena has the opportunity to do the same.

Pickleball is also one of the fastest-growing sports in the United States, with participation growing dramatically over the past several years across both younger and older age groups. It is rare to find a recreational activity that is so accessible, social, and appealing across generations. Investing in these courts is an investment in public health, community

connection, and the long-term vitality of our city.

I strongly support the proposed renovation contract and respectfully ask the City Council to ensure the project includes proper court leveling and high-quality sports lighting so Orange Grove Park can become the safe, welcoming, and well-maintained community gathering place that South Pasadena residents deserve.

Thank you for your time, your service, and your consideration.

Sincerely,

Erin Schlabach
South Pasadena Resident

From: Tino Monzon
To: City Council Public Comment
Subject: Support for Orange Grove Park Pickleball Court Improvements
Date: Tuesday, August 4, 2026 10:46:18 PM

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.

Dear South Pasadena City Council,

My name is Tino Monzon, and I would like to express my support for the resurfacing and improvements to the pickleball courts at Orange Grove Park.

I play pickleball at Orange Grove Park every Monday with a great group of friends. The courts have become more than just a place to exercise—they've become a place where our community comes together, builds friendships, and stays active. Having safe, well-maintained courts makes a real difference for everyone who uses them.

I'm also excited to share that I recently signed up for the Wednesday evening pickleball classes at Orange Grove Park. As someone who is investing even more time in the sport and the park, I truly appreciate the City's efforts to improve these facilities. Resurfacing the courts will enhance the experience for current players and encourage more residents of all ages and skill levels to participate.

I would also like to support improving the lighting at the courts. Better lighting would make evening play and instructional classes safer, more enjoyable, and more accessible, especially for those of us who can only play after work.

Thank you for considering this investment in our community. I appreciate your support of parks and recreation and hope you will approve the proposed improvements.

Sincerely,

Florentino Monzon

From: [redacted]
To: City Council Public Comment
Subject: Pickleball courts at Orange Grove Park
Date: Tuesday, August 4, 2026 10:14:46 PM

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Hello,

I'm in support of resurfacing, repainting, and improving the lighting at the pickleball courts at Orange Park. Pickleball is a fun and accessible activity for people of all ages.

Thank you for your consideration.

Irene Wong
[redacted]

Sent from my iPhone

From: Julia Boehm
To: City Council Public Comment
Subject: Orange Grove Pickleball and Tennis Courts
Date: Wednesday, August 5, 2026 7:56:28 AM

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.

To whom it may concern:

I am writing in full support of the city's efforts to resurface and upgrade the pickleball/tennis courts at Orange Grove Park. I started playing pickleball at Orange Grove Park several years ago as the Covid-19 panic waned. I was looking to participate in more physical activity and meet new friends. With these goals in mind and as a citizen of South Pasadena, I turned to the Parks and Recreation Department to take an introductory pickleball class. Michelle's classes were a great way to learn the game and meet new friends. Although I no longer attend the classes, I play pickleball weekly at Orange Grove Park with people who I originally met in the classes. I treasure these physical and social gatherings close to my house, in spite of the deteriorating facilities at Orange Grove Park.

The Orange Grove Park pickleball courts are currently in very poor shape. The surface is uneven and can be dangerous when damp or when dust and debris accumulate. I have personally witnessed several people slip and fall while playing. Paint on the walls is peeling and further highlights the shabby appearance. The lights seem to work only intermittently. The lines are difficult to distinguish between pickleball and tennis. Dedicated and permanent pickleball nets and courts would be comparable with neighboring cities and bring South Pasadena into the modern day.

I strongly believe that the city of South Pasadena should prioritize the health and well-being of its people. Upgrading the courts at Orange Grove Park would be one way to demonstrate this commitment.

Thank you for your consideration! I look forward to learning of the city council's decision as South Pasadena deserves high quality pickleball and tennis facilities!

Sincerely,

Julia Boehm

From: Michael Noe
To: City Council Public Comment
Cc: [redacted]
Subject: Proposal: Full Conversion of Orange Grove Park Tennis Courts to Dedicated Pickleball Hub
Date: Wednesday, August 5, 2026 11:27:08 AM

Dear Mayor and Members of the South Pasadena City Council,

As a long-time resident and active participant in our community's recreational programs, I am writing to share a strategic proposal to address the historic demand for pickleball infrastructure in our city. Below, you will find a comprehensive recommendation outlining the fiscal, operational, and community benefits of fully converting the underutilized courts at Orange Grove Park into a dedicated, state-of-the-art pickleball complex. Please review the attached brief, and let me know how I can be of further assistance or provide additional data to support our city's next steps.

Thank you for your time and continued leadership.

Sincerely,

Mike Noe
South Pasadena Resident
Chair, South Pasadena Natural Resources & Environmental Commission

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1. Executive Recommendation & Long-Term Upsides

It is strongly recommended that the City of South Pasadena authorize **the complete conversion of Orange Grove Park (OGP) into an 8-court dedicated pickleball complex**, while preserving Garfield Park for traditional tennis.

While full conversion requires more initial capital than temporary line overlays, it maximizes long-term civic value and physical return on investment (ROI):

- **Eliminates Multi-Sport Friction:** Dedicated courts prevent scheduling disputes and boundary line confusion between tennis and pickleball player networks.
- **Quadrupled Community Throughput:** An 8-court dedicated layout optimizes existing municipal land, expanding active play capacity from 8 to 32 simultaneous players on the exact same asphalt footprint.
- **Civic Revenue Generation:** A dedicated hub allows South Pasadena to capture program enrollment fees, host regional tournaments, and anchor local non-profit fundraisers.
- **Zero Net Tennis Deficit:** South Pasadena maintains **20 total tennis courts** across municipal parks, joint-use school campuses, and the Arroyo Seco facility. Redesigning OGP answers urgent pickleball demand without leaving tennis players short on courts.

- **Explosive, Proven Growth:** Initiated by local classes in October 2022, a single introductory recreation class has exploded into 5 age-bracket divisions running across 4 days, serving preschoolers to Baby Boomers. Demand heavily outstrips current facility configurations.
- **Ideal Acoustic Isolation:** OGP sits along an active commercial corridor away from tight residential blocks, providing natural sound buffers that prevent the persistent noise complaints common to public pickleball projects.

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2. Funding Strategy & Procurement Guardrails

The city should secure outside capital to protect the local general fund:

- **Outdoor Recreation Legacy Partnership (ORLP) Program:** State-administered matching grants for urban park updates. The application deadline is August 28, 2026.
- **USA Pickleball Serves Grants:** Infrastructure development awards providing up to $25,000 for qualifying public projects.
- **The USTA Trap:** The city must bypass USTA Venue Services funding. USTA grant bylaws explicitly disqualify any park facility that integrates permanent pickleball layouts.

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3. Contractor Vetting & RFP Clarification

Taylor Tennis Courts, Inc. is frequently referenced locally due to a 40-year Southern California operating history and municipal projects with neighbors like the City of Sierra Madre.

- **Procurement Process Clarification:** To maintain public transparency, stakeholders seek confirmation regarding the city's timeline for an open, competitive Request for Proposal (RFP) process. A multi-vendor bidding cycle ensures the city secures competitive rates and verified workmanship terms.
- **Quality Oversight:** While the firm holds a strong commercial BuildZoom California Database Rating, public consumer tracking on directories like Yelp indicates areas requiring strict contract guardrails, specifically past customer feedback noting post-completion surface bubbling and communication delays regarding warranty repairs.

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4. Highly Rated Regional Competitors

To ensure a highly competitive bidding field, the city's RFP should explicitly invite proposals from alternative accredited regional builders:

Zaino Tennis Courts, Inc.

- 4.8 ★ (5)
- Tennis court

- Orange, CA

Renowned across Southern California for top-tier public works and municipal athletic infrastructure (Zaino Portfolio).

PICKLETILE™ (Los Angeles Division)

Official Court Builder of USA Pickleball, specializing in precision tennis-to-pickleball conversions built to ASBA standards (PICKLETILE / USA Pickleball Preferred Index).

Sport Court of Southern California

- 4.8 ⭑ (50)
- General contractor
- Simi Valley, CA

Backed by over 15,000 regional court installations and extensive municipal park engineering experience (Sport Court SoCal).

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5. Quality Standards, Operational Rules & Contractual Guardrails

Whichever contractor is selected through the competitive RFP process must meet strict municipal safeguards to protect public funds and ensure structural longevity:

- **Material Standards:** The builder must be fully licensed, bonded, and ASBA-accredited. The surface must use industry-standard, high-contrast, UV-resistant acrylic cushion layers (e.g., *Plexipave* or *Laykold*) formulated to resist fading and intense weathering.
- **Workmanship Warranty:** A mandatory minimum 3-year comprehensive warranty covering surface bubbling, peeling, cracking, or premature line fading.
- **Milestone Payments & Retainage:** Payments must tie directly to verified completion milestones (e.g., mobilization, leveling, color surfacing). A 10% financial retainage fee must be held by the city for 60 days post-handover to protect against early surfacing or drainage failures.
- **Dispute Resolution Clause:** A binding clause requiring the contractor to physically inspect and supply a remediation plan for any reported court surface defects within 14 business days of written notice.
- **Lighting Infrastructure Modernization:** The RFP scope must include removing OGP's aging fixtures and installing energy-efficient, low-glare, dark-sky-compliant LED sports lighting (such as *Musco Control-Link* systems) to lower city utility bills and safely support high-demand night play.
- **On-Site Court Management Infrastructure:** The final layout must include permanent, weather-resistant signage detailing open-play rules and etiquette. Additionally, a

physical "paddle saddle" queuing rack must be permanently installed to self-police player rotations fairly during peak operational hours.

From: Stephen Wang
To: City Council Public Comment
Subject: Written Public Comment – Item 13 – Orange Grove Park Courts and Lighting
Date: Wednesday, August 5, 2026 11:19:19 AM

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.

Dear Mayor and City Councilmembers,

I am a South Pasadena resident living on Camino Lindo in Monterey Hills, and I am writing regarding Item 13.

I support resurfacing and improving the Orange Grove Park courts. However, before approving the contract, I ask the Council to determine whether moving forward with the current scope would make lighting improvements more difficult, require a separate lengthy procurement process, duplicate work, or substantially delay resolution of the lighting problem.

I play pickleball at Orange Grove almost every Tuesday and Friday from 8:00 to 10:00 p.m. The group regularly includes more than 60 players, with all eight courts occupied and additional players waiting. I have also played there through a South Pasadena Recreation class on Saturday mornings and with another meetup group on Monday and Wednesday evenings.

For working adults, evening hours may be the only realistic time to use the courts. That is true for me personally. I have a five-year-old son, so I am often able to play only after work and after he has gone to bed.

The current lighting makes it very difficult to see the ball, and visibility varies significantly depending on which side of the court a player is standing on. There is glare when tracking lobs, and the uneven lighting makes it difficult to judge the ball's distance and trajectory. Players experience missed balls, eye strain, falls, and avoidance of particular sides of certain courts.

Resurfacing is needed, but the lighting problem is also a basic safety and usability issue. If the current contract can proceed without delaying or complicating lighting improvements, I support moving forward while directing staff to begin a lighting assessment immediately. But if approving this contract would lock the City into a scope that requires an entirely new process, creates duplicated costs, or pushes lighting improvements far into the future, then the project should be reassessed before approval.

I ask the Council to direct staff to:

- Explain whether lighting improvements can be coordinated with the resurfacing work.
- Assess the existing lighting and provide cost options for modern, shielded LED fixtures.
- Identify grant, capital, or other available funding.
- Return with a clear timeline for completing the lighting improvements.

Orange Grove is a heavily used community recreation facility that serves South Pasadena residents and players from neighboring cities. People continue to play there because of its proximity and welcoming community, despite the courts and lighting being significantly

worse than at other nearby facilities.

Please ensure that today's approval does not unintentionally make the lighting problem harder or slower to fix.

Thank you for your consideration.

Stephen Wang
South Pasadena resident

From: Yvonne LaRose
To: City Council Public Comment
Subject: Agenda Item 16, August 6, 2026: SB 79 from a Different Lens
Date: Friday, August 7, 2026 10:47:05 AM

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.

Date: Thu, Aug 6, 2026, 10:09 AM
Subject: Undeliverable: Agenda Item 16: SB 79 from a Different Lens
To: <snip>

From: <postmaster@southpasadenaca.gov>

Delivery has failed to these recipients or groups:

ppubliccomment@southpasadenaca.gov

------ Forwarded message ---------
From: **Yvonne LaRose** <snip>
Date: Thu, Aug 6, 2026, 4:50 PM
Subject: Fwd: Undeliverable: Agenda Item 16: SB 79 from a Different Lens

To: <snip>

The parable of the oak tree that was destroyed by the storm is that the oak refused to cede to the storm's fury. But the nearby willow remained unharmed because it was able to bend, and thereby withstand the storms destruction.

In our outrage regarding the terms and concessions of SB 79, are we becoming the defeated oak? Let us consider some of the impacts.

Now that SB 79 is law, it's primary focus is creation of more dense housing along high-traffic rapid transit lines. My interpretation of that is affordable transportation available to working class demographics with resulting environmental and traffic relief. The increased housing has the potential to create more affordable housing, provided it is responsibly done without threats to our already available trained and experienced construction workforce.

One of the major objections to SB 79 is the builder discretion issue contrasted to preservation of our current design standards and city architectural designs.

We currently have many special-interest splinter groups that keep reminding us of these important matters. The trouble is being able to see these issues as they relate to the whole "big picture."

Currently, South Pasadena's emerging initiative revolves around creation of increased housing for seniors, medical facilities, retirement or assisted living, even empty-nest realities. Some of these ideas are quite laudable but fall short of seeing the multiple combinations available with a different focus.

Was it the Downtown Overlay that suggested mixed demographics housing, not to mention mixed-use planning combined with underground parking?

The idea of negotiating reasonable design requirements with Sacramento that lean toward a more consistently historic theme,

is an example of our willingness to mimic the willow in regard to preserving our local identity and charm. It is a subtle way of saying there is no cast-in-stone right answer to responding to SB 79 requirements; here are some alternatives.

In closing, a brief search regarding how a few of these ideas apply to our current situation were revealed. Some relate to:
* use of reasonable design standards
* historic-theme requirements
* mixed demographics may be stronger than age-restricted projects
* the most politically successful approach
* historic-transit village model delivers the same housing capacity as a conventional high-density transit-oriented development model

As stated earlier, this is definitely not a Yes or No proposition as much as it is a negotiation for compliance while preserving distinction. Let us, and by association Sacramento, take a look at our opportunities from a different angle.

Respectfully,
Yvonne La Rose

Show quoted text

-

From: Bianca Richards
To: City Council Public Comment
Subject: Public Comment-Item # 17, August 5 meeting
Date: Tuesday, August 4, 2026 6:09:34 PM

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.

Regarding the change in daily parking permits, I support the increase to seven (7) consecutive days for legitimate residential use. The examples used for this report were right on-I have used the current 3 day permit for just these reasons and such a hassle to renew permit after just 3 days.
Great examples :
• Home remodeling or maintenance projects.
• Temporary caregiver services.
• Vehicle breakdowns awaiting repair.
• Residential moves.
• Short-term tenant transitions.

Up to 7 days is fair but please make the cost of the permit reasonable.

Thank you,
Bianca Richards

City of South Pasadena
City Manager's Office

Memo

Date: August 5, 2026

To: The Honorable City Council

Via: Todd Hileman, City Manager

From: Nikima S. Newsome, Chief City Clerk

Re: **Item No. 1 - STUDY SESSION REGARDING DEVELOPMENT OF CITY COUNCIL RULES OF PROCEDURE AND COUNCIL GOVERNANCE**

This memo provides an update to the recommendation, under Item No. 1.

The revised recommendation is as follows:

1. Review the proposed table of contents of topics for an updated City Council Handbook;
2. Provide initial feedback on topics of particular interest to Council; and
3. Direct staff to prepare a draft update Council Handbook incorporating Council feedback, if provided, for future review and adoption.

Additionally, staff is providing an updated presentation (Attachment No. 6) as well as an additional reference document (Attachment No. 7).

Council Handbook Study Session

Wednesday, August 5, 2026

Prepared By: Nikima S. Newsome,
Chief City Clerk

City of SOUTH PASADENA

Recommendation

It is recommended that the City Council:

1. Review the proposed Table of Contents of topics for an updated City Council Handbook;
2. Provide initial feedback on topics of particular interest to Council; and
3. Direct staff to prepare a draft updated Council Handbook incorporating Council feedback, if provided, for future review and adoption.

Background

- On December 3, 2014, Council adopted City Council Protocols
- In the interim, existing Council practices and applicable laws have evolved.
- Some procedures are codified, while others exist only through custom or practice.
- Several related procedures and protocols have become or are dispersed among multiple documents.
- A comprehensive governance handbook will improve consistency and institutional knowledge.

Purpose

The proposed Council Handbook is intended to:

- Promote transparency, consistency, efficiency, and effective governance.
- Establish shared expectations for Council operations.
- Improve public understanding of meeting procedures.
- Create standardized practices across legislative bodies, where appropriate.

Proposed Document Structure

Component 1: Council Protocols and Procedures

Component 2: Governance and Operational Policies

Component No. 1 – Protocols and Procedures

Chapter Title	Source Material
Rules of Decorum and Debate	2014 Adopted Protocols
Parliamentary Procedure Guidelines	Robert's vs. Rosenberg's Rules
Regular Meeting Schedule	Municipal Code – Article 1, Resolution No. 6513 & 2014 Adopted Protocols
Quorum and Voting Requirements	Municipal Code – Article 1 & Resolution No. 6513
Agenda Preparation, Structure, and Posting Locations	Best Practices & Norms
Consent Calendar Procedures	Agenda Template
Public Hearing Procedures	Brown Act & Resolution No. 6513
Public Comment Procedures/Telephonic Disruption Policy	Agenda Template, Resolution Nos. 6513 & 7987
Remote Participation Rules for Members of the Public	Agenda Template
Minutes Preparation and Standards	Best/Past Practices & Resolution No. 6513
Accessibility Accommodations	Agenda Tempate

Component No. 2 – Governance and Operational Policies

Chapter Title	Source Material
Mayor and Mayor Pro Tem Selection	2014 Adopted Protocols
Powers & Responsibilities of Presiding Officer	2014 Adopted Protocols
Remote Attendance Notification	Brown Act/Best Practices
Ceremonial Recognition/Proclamation Policy	South Pasadena No. 6298 & 2014 Adopted Protocols
Commissioner Appointment Process	Municipal Code – Article IV, Resolution No. 6513 & 2014 Adopted Protocols
Role of Council Liaisons	Municipal Code – Article II
Regional Appointee Expectations	Best Practices
Council Seating Arrangements	Best Practices

Next Steps

Following City Council direction, staff will:

1. Consolidate existing Council protocols and procedures, governance policies, historical practices, and applicable legal requirements into a comprehensive Handbook.
2. Refine and update existing policies to reflect Council direction, current best practices, and applicable state law.
3. Prepare a draft the Council Handbook for review by the City Attorney.
4. Return the draft document to the City Council for review, discussion, and consideration of adoption at a future public meeting.

Questions



Thank you for your consideration

CITY OF SOUTH PASADENA
CITY COUNCIL PROTOCOLS
Approved December 3, 2014

PREAMBLE

The City of South Pasadena is a General Law City, incorporated March 2, 1888, operating under the "Council-Manager" form of government.

The City Council is the legislative body; its members are the community's decision makers. Power is centralized in the elected council, which approves the budget and sets policy, for example. The City Council also focuses on the community's goals, major projects, and such long-term considerations as community growth, land use development, capital improvement plans, capital financing, and strategic planning. The City Council appoints the City Manager, a professional who carries out the administrative responsibilities to manage the daily operations of the City. The City Council evaluates the City Manager's performance.

The South Pasadena City Council is charged with taking appropriate, necessary, and timely action to maintain the City of South Pasadena as a leading, well-managed, and innovative city at the forefront of desirable California cities.

It is the overall responsibility of the City Council a) to gather information and knowledge; b) to take counsel; c) to keep a long-range perspective; d) to hold itself to the highest standards of ethical and professional conduct in the performance of its duties without regard to personal advantage; e) to be free of favoritism; f) to listen carefully to the public; and g) to conduct a reasonable and reasoned period of discussion prior to making decisions.

To accomplish the above-stated responsibilities, and as guidance for the orderly governance of the City, the South Pasadena City Council has adopted the following protocols. Except for those protocols that are based on law, these protocols are voluntary and non-binding. They are set forth here to clarify what has become, over time, successful procedures or best practices for the conduct of civic affairs within our City.

These protocols are intended to be consistent with all legal requirements applicable to the conduct of City affairs. In the instance of any conflict with State or federal law, or with the South Pasadena Municipal Code, such State, federal or municipal law requirements will control. In addition, official City meetings are generally conducted pursuant to Rosenberg's Rules of Order.

It is expected that the City Council will review and renew these protocols periodically to consider appropriate additions, deletions, and/or amendments.

GENERAL

1. The Council participates in regional, state and national programs and meetings which serve the best interests of the City of South Pasadena.

2. The Council provides policy direction to the City Manager. The City Manager, through city staff, implements Council policy. The Council does not interfere with the operating decisions of the city, which are the responsibility of the City Manager. No individual Councilmember shall give any orders to the City Manager.

3. The City Manager keeps each Councilmember fully, and equally, informed as to all matters of importance to the city, including agenda items, financial conditions, needs of the city, resident concerns, staffing needs, and urgency items.

4. The Council endeavors not to burden the City Manager or staff with demands for individual time or attention on matters that the City Manager can better handle with general communications to the Council as a whole.

5. The Council looks to the City Manager, staff, commissions and committees for advice on city policies and legislative actions.

6. The Council complies with all laws relating to open meetings, public records, and conflicts of interest.

7. The Council encourages resident participation in the development of City policies.

8. The Council desires the public to be fully informed about decisions that impact the public, and encourages public comment as policies are set.

9. The Council makes adequate provision for the training and continuing education of the Council and city staff.

10. All Councilmembers should receive and review any documents shown or provided by city staff to any other Councilmember.

11. Councilmembers inform the City Manager as far in advance as possible of when they will be out of town or otherwise unavailable to conduct city business.

CITY COUNCIL PREPARATION

1. Councilmembers avoid surprising their colleagues or staff. To the maximum extent possible, Councilmembers advise the City Manager in advance of issues or questions they intend to bring up at a public meeting. This refers to issues and questions that the staff would not normally anticipate or have researched for that particular meeting. Getting minor questions resolved with staff prior to a public meeting will shorten meetings and move the agenda forward in a timely manner.

2. Councilmembers are prepared for Council or committee meetings, which includes having read all agendas and supporting documentation prior to the meeting.

3. Councilmembers stay abreast of regional issues affecting neighboring cities, counties, and the operations of other districts or agencies.

PUBLIC MEETINGS

1. The City Council generally meets on the 1st and 3rd Wednesday of the month. Open/General Session starts at 7:00pm. Closed Session is typically held in the City Manager's Conference room located on the 2nd floor at City Hall and starts either at 5:30 p.m. or 6:00 p.m. Rules of Order shall apply to the City Council, all Commissions and Boards as set forth in resolution 6513 passed on January 7, 1998.

2. Public hearings and discussion items at Council meetings proceed generally in the following order:

   a. City staff presents a report of the item under consideration. Commissioners may accompany staff to deliver report as appropriate.

   b. Councilmembers have an opportunity to ask questions of staff for clarification or to gather additional information.

   c. Public comment is taken from affected parties or members of the public who wish to be heard.

   d. At the close of public comment, the Mayor allows staff to respond to any public comment which staff wishes to supplement or regards as inaccurate or in need of clarification.

   e. The Mayor allows other Councilmembers to speak first, and then summarizes or provides the final comments before asking for a motion or direction to staff on the item.

   f. The order of Council comments is at the discretion of the Mayor. If the item under consideration was studied first by a committee of the Council, members of the committee would be expected to lead off the discussion.

3. Any Councilmember who desires to recuse himself or herself for conflict of interest or any other reason shall do so as soon as the item is called and shall leave the Council chambers until the item is concluded.

4. Any Councilmember may request a continuance of an item on the agenda if that Councilmember needs more time to become fully informed and able to render a decision. However, a continuance need not be granted if a majority of the Council deems it necessary or reasonable to render a decision at the agendized time.

5. If a Councilmember is ill or away for any agenda item of special interest to that Councilmember, the item may be continued or tabled at that Councilmember's request, subject to any applicable statutory time periods, and only if such delay would not be adverse to the City's best interests. However, Councilmembers should not request a continuance without justifiable reason. Bear in mind that the public may attend expecting discussion or action on the issue, staff has prepared reports, and there may be staff or consultants present just for that item. Councilmembers should coordinate with the City Manager about future agendas and their own schedules to avoid missing items that may be of particular interest to them.

6. If any Councilmember becomes aware of an unexpected issue that may be brought up by a member of the public at a Council, commission or committee meeting, that Councilmember will, as a courtesy, inform the other Councilmembers and the City Manager to the extent legally permissible.

7. Councilmembers are expected to attempt to persuade their colleagues to their point of view through reasoned debate, but also to accept the Council's ultimate decision graciously and as final. Councilmembers should not place the City Manager or staff in the position of having to deal with minority positions which do not further established Council policy.

8. Councilmember comments provide an opportunity to report on recently attended or upcoming events, meetings and/or conferences. Councilmembers should be mindful of the workload of the City Manager and City Staff when requesting to add items onto a future agenda.

9. Subject to applicable legal deadlines, the Mayor or any Councilmember may move to refer back to staff any agenda item that is deemed to be incomplete or unready for final decision. The same rule applies to City Commissions.

10. Direction to staff must be determined by a majority of the Council and must be clearly identified at the Council meeting. Tacit approval, or lack of disagreement by others, is not considered direction. The Mayor should ensure that the direction staff receives is clear and represents the majority view of the Council.

11. Dedication of Meeting - There are times when a meeting is dedicated to the memory of an individual. The Mayor with Council concurrence, provides direction to staff. When a meeting is dedicated, a notation appears on the agenda, and the Mayor announces the dedication. After the meeting, an appropriate letter is sent to the family acknowledging the dedication.

12. All meeting participants shall conduct themselves in an orderly manner. As a last resort, any person who causes an actual disruption to, or impedes the orderly conduct of, the meeting may be removed from the meeting room pursuant to California Government Code Section 54954.3(c).

SELECTION OF THE MAYOR AND MAYOR PRO TEM

1. Except in unusual circumstances, each Councilmember should have a fair and equal opportunity to serve as Mayor and Mayor Pro Tem.

2. The reorganization of the City Council shall be agendized for the 2nd regular meeting of December.

3. Current Mayor will ask for nominations (without a motion or second) for Mayor. Votes for each nominee (if more than one) will be taken and the nominee that receives three votes out of five will serve as Mayor.

4. The newly selected Mayor will then take nominations (without a motion or second) for Mayor Pro Tem. Votes for each nominee (if more than one) will be taken and the nominee that receives three votes out of five will serve as Mayor Pro Tem.

5. Terms: Both the Mayor and Mayor Pro Tem will serve for a twelve month period.

MAYOR'S ROLE

1. The Mayor represents the City, is its official spokesperson, and presides over all City Council meetings.

2. It is the Mayor's prerogative to make Commission Liaison assignments. The Mayor accommodates Council choices whenever possible.

3. The Mayor, in consultation with the City Manager, sets the agenda for each Council meeting.

4. The Mayor and one other Councilmember, or any two Councilmembers may place an item on the City Council agenda. Items may return without a "staff report" so that the City Manager can communicate to the Council the anticipated amount of staff time the report will require and seek direction from the majority of the Council to move forward.

5. At a public meeting, the Mayor has discretion to move agenda items and/or to take them out of order to accommodate the needs of the Council or the public.

6. In the absence of the Mayor, the Mayor Pro Tem performs the duties of Mayor.

7. The Mayor is obliged to act as a facilitator during public meetings. The Mayor ensures that all views are heard and that the meeting progresses in an orderly and timely fashion. The Mayor provides an equal opportunity for each Councilmember to be heard.

CITY COUNCIL INTERACTION AND COMMUNICATION

1. Councilmembers are flexible and cooperative in filling in for one another at meetings or important functions.

2. Councilmembers do not engage in private discussions in violation of the Brown Act. A Councilmember who feels that a conversation is potentially a violation should express his or her concern and immediately withdraw from the conversation. Councilmembers are expected to honor such concerns and immediately cease the conversation even if they do not agree that the Brown Act applies in that particular instance.

3. If a Councilmember takes a position in the media, or at any public hearing, critical of a decision, or critical of fellow Councilmembers or members' positions on issues, such public comments should stick to the issues under contention and never involve personal attacks. Councilmembers shall be mindful when representing views or making comments and, if they do not reflect the majority of the Council, must claim the comments as their own personal opinion. Positions set forth in writing on City letterhead should clearly indicate if the position stated is one officially voted on by the City Council, or if it only represents the position of the individual Councilmember.

4. Councilmembers should avoid expressions, comments, or opinions of city fault responsibility or liability in any matters involving property damage, personal injury or alleged breach of contract or alleged violation of law.

5. If any Councilmember feels that a Protocol is being violated, it is appropriate for that member to discuss it individually with the errant Councilmember. If the City Manager or staffs are involved, it is appropriate to discuss it with the City Manager. If this does not resolve the situation, it is appropriate, as a last resort, to bring up the matter within the Future Agenda Item period of a public meeting and ask for the issue to be put on a future agenda.

6. Councilmembers may request, through the City Clerk, certificates or other awards recognizing special events, organizations or individuals of importance to the City. All such requests will be forwarded to the entire City Council for comment, request for more information, have staff vet the organization or to voice an objection. If no objection, the

Certificate shall be presented at a City Council meeting. It can also be mailed or presented at a function by the Mayor and/or requesting Councilmember. Such certificates or awards are normally to include the name and/or signature of all Councilmembers.

7. Councilmembers who plan or appear at programs or events which involve the use of City staff or resources shall provide notice of such programs or events to all Councilmembers.

COMMENDATIONS, CERTIFICATES, PROCLAMATIONS, AND DEDICATIONS

Note: The City Council adopted these Guidelines for Commendation, Certificates, Proclamations, and Dedications by Resolution No. 6298 on February 1, 1995.

Requests for proclamations and certificates are received from members of the public, community organizations or directly from Councilmembers. Requests shall be put in writing and distributed to the City Council.

GUIDELINES FOR RECOGNITION:

In making the determination for issuing city recognition the significance of the event or the contributions of the individual to the community shall be considered. The following types of requests may receive recognition:

1. Community Events, Community organizations
2. Athletic/Academic Accomplishments
3. Acts of Heroism
4. Non-profit organizations, Yearly Commemorative Events
5. Eagle Scouts and Golden Arrow Scouts
6. City Commissioner Appointments and Resignations
7. Ethnic celebrations
8. Milestone Birthdays or Anniversaries
9. Regional Events and Recognition for Other cities

The Mayor will provide direction to staff in accordance with these guidelines. Any Councilmember shall notify the Mayor with any objections. At which time, the Mayor shall agendize the matter for discussion.

FORMS IN WHICH THE RECOGNITION CAN BE PREPARED:

Certificates

1. Certificates are prepared in response to the type of recognition desired. These include Certificates of Appointment, Certificates of Recognition, Certificates of Appreciation and Certificates of Achievement.

2. The Mayor, in accordance with the guidelines set forth by the City Council, will determine if a certificate shall be issued and direct staff to prepare the Certificate. Presentations will be agendized if the recipient can be present at the meeting.

Proclamations

1. Proclamations contain several biographical or informational paragraphs. These are typically used for bringing attention to a particular subject by proclaiming something on a certain day, week or month. For example: Fire Prevention Week; Older American Month.

Letters

Note: The City Council adopted the following Guidelines by Resolution No. 7092 on January 6, 2010.

1. Letters addressed to the City Council that do not require action by the Council may be responded to by a letter from the Mayor on behalf of the City Council, and a copy of the original letter and response will be distributed to all members of the City Council and City Manager.

2. Letters expressing the City's official position, based on resolution or ordinance, shall be authorized by the City Council .if time permits (and if time does not permit, by the City Manager), and signed by the Mayor or the Mayor Pro Tem, if the Mayor is unavailable, and/or all members of the City Council. A copy of such letter shall be provided to all members of the City Council and the City Manager.

3. All other letters expressing the opinion and/or position of the entire City Council that is not based on Council action, resolution or ordinance must receive prior authorization from the City Manager and/or approval of the City Council.

4. Letters drafted by individual members of the City Council, authorized by the City Council, and on behalf of the City, speaking for the City and/or representing the City, shall indicate or announce that context in the beginning of the letter.

5. Letters drafted by individual members of the City Council in which he/she is speaking on behalf of himself/herself, and not the City, shall indicate or announce that qualification in the beginning of the letter.

6. Commissions shall not be permitted to send letters on City letterhead.

7. Congratulatory, commendation and letters of appreciation from Councilmembers on City letterhead shall be permitted without having to obtain prior authorization.

8. A copy of all letters on City letterhead sent by the Mayor and/or individual Councilmembers shall be provided to the City Clerk's Office.

CITY COUNCIL INTERACTION AND COMMUNICATION WITH CITY MANAGER AND STAFF

1. Councilmembers feel free to communicate with the City Manager about any City issues, including resident concerns. However, Councilmembers are also mindful of the City Manager's busy schedule and competing requests for access.

2. Complaints or concerns about any City services are taken up with the City Manager. It is not appropriate, in any situation, to critique, ridicule, or complain about city services or staff in public.

3. Councilmembers may routinely ask (with the knowledge of the City Manager) department heads for information relative to their department. However, inquiries that require extensive research, or reports that may occupy more than cursory staff time should first be discussed with the City Manager, and may require action or approval by the entire Council.

4. Department heads report to the City Manager. Councilmembers do not insert themselves into or interfere with that chain of command.

5. The Council should expect to be fully and promptly informed by the City Manager or his designee regarding any unusual activities or events of public concern.

6. Councilmembers keep a friendly, professional relationship with staff members, but avoid getting involved with personal matters, operational matters, work assignments or projects with any staff other than the City Manager.

7. Each year the City Manager's Office shall facilitate a budget review and strategic planning process involving the City Council. This process shall provide the City Council with the opportunity to provide policy direction to City staff regarding the direction of the City and the programs to which the City will devote its resources. Staff will develop a priority list based upon the desires of the City Council, in conjunction with the annual budget review process.

8. Councilmembers will establish action and budget priorities for the City once a year during the annual budget review and strategic planning process.

9. Councilmembers should bring forward requests for deviations from the established budget priorities only if they involve a degree of urgency that cannot wait until the next budget review.

10. Changes from the priorities or budget allocations established during the annual budget review and strategic planning process should be pursued only after careful consideration, as they may involve changes in staff work load and appropriations, and because the original priorities were established through a comprehensive public process.

11. Councilmembers may individually ask the City Attorney general questions involving matters related to their performance as City officials. However, inquiries that require extensive research, opinions or reports should first be discussed with the City Manager, and may require action or approval by the Council.

COMMISSIONS AND BOARDS

1. Commission appointments for "new" Commissions are generally based on the recommendation of one nominee from each Councilmember. The nominations are then subject to approval by the entire Council. The Commissions shall elect a Chair and Vice-Chair from among themselves, which positions shall rotate. Vacancies on city commissions may occur from time to time due to term limits or a resignation. The City Clerk will advertise the vacancy and accept applications. Upon receipt of submissions, the City Clerks' Office determines if the applicant is an elector of the City, an eligibility requirement. Copies of applications received are forwarded to all Councilmembers for their review. The Mayor has the authority to nominate an applicant for appointment which is then placed on a Council agenda for concurrence. Councilmembers who object to the appointment can contact the Mayor prior to the meeting. New commissioners must take an oath before attending a commission meeting they were appointed to.

2. The Council is responsible to make its vision for the City clear to all appointed and advisory bodies as policy guidance for those bodies.

3. While not a requirement, Councilmembers assigned as liaisons to a commission are expected to attend commission meetings to serve as Council contact rather than an advocate for or ex-officio member of the board or commission.

4. Commissions and boards are expected to make specific recommendations on matters brought before them, and not merely to pass them on to the City Council for final decision.

5. Councilmembers do not dictate the decisions of Commissioners and other board members. Commissioners and board members come to their own conclusions based on the evidence, the city's Municipal Code, and other governing and visioning documents. Substantial consideration is to be given by Commissioners to the recommendations of staff contained in the agenda reports.

6. Commissioners are encouraged to discuss questions or concerns about any agendized items with the Commission's staff liaison prior to Commission meetings in order to be prepared to take action at public meetings. Commissioners are to be mindful of undue consumption of staff time and resources.

7. Commissions do not have budgetary authority to expend or obligate city resources. Nor do Commissions have the authority to represent the City and/or City Council or to take a position on a matter on behalf of the City.

8. Any Commission or board action should clearly state for the record the specific justification for the decision, so that the Council and the public may have the benefit of its reasoning.

9. All persons requesting appointment or re-appointment to a Commission or Board shall make written application to the City Clerk. The City Clerk is to acknowledge receipt of each application by letter to the applicant which includes an explanation of the appointment process. The City Council shall provide an opportunity for applicants to come before the Council and be interviewed before nominations are made.

10. All nominations for appointment to a Commission or Board are to be placed on the Council's public agenda with the applicant's name and a copy of the application (with personal information redacted). All nominees are required to appear in person before the Council prior to appointment or re-appointment. The City Clerk shall send a letter to all applicants stating the results of the appointment process in which they participated.

RESIDENT COMPLAINTS

1. Upon receiving a complaint from the public, Councilmembers direct that complaint to the City Manager for appropriate staff action and follow-up.

2. Councilmembers first ensure that they are in possession of all of the facts and both sides of the story before making any statements to the press or to the complaining party regarding what action, if any, the City should take.

3. The Council allows staff to handle resident complaints and does not attempt to direct a resolution of the problem. The Council shall allow staff appropriate time to address the concern and a resolution to the matter shall be communicated to the full Council.

City of South Pasadena
City Manager's Office

Memo

Date: August 05, 2026

To: The Honorable City Council

Via: Todd Hileman, City Manager

From: Davit Ghazaryan, Management Analyst

Subject: August 05, 2026, City Council Meeting Item No. 17:
Amendment to Staff Recommendation

Staff requests that the City Council remove the second recommendation from the staff report. As revised, the recommended action is:

- Introduce and waive full reading of Ordinance No. 2420, amending Section 19.58 and Section 19.64 of the South Pasadena Municipal Code relating to overnight parking restrictions and overnight parking permits.

The second recommendation has been removed because the associated budget appropriation is no longer necessary.