



**CITY OF SOUTH PASADENA
COMMUNITY SERVICES COMMISSION**

A G E N D A
MONDAY, NOVEMBER 10, 2025, AT 6:30 P.M.

**AMEDEE O. "DICK" RICHARDS JR. COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

South Pasadena Commission Statement of Civility

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

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

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

Public participation may be made as follows:

- In Person – Council Chambers, 1424 Mission Street, South Pasadena, CA 91030
- Via Zoom – **Webinar ID: 824 1689 5308**
Passcode: 547050
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to lhakobian@southpasadenaca.gov.
- Via Phone – +1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:
<https://us06web.zoom.us/j/82416895308?pwd=0VfsfiZWN1WUhhYU93PSJMpwbVaXZDGB.1>

CALL TO ORDER:

Chair

Bryan Samuels

ROLL CALL:

Chair

Bryan Samuels

Vice Chair

Stephen L. Plotkin

Commissioner

Leslie Albe Field

Commissioner

Anne Bagasao

Commissioner

Anthony W. Lai

Commissioner

Mackenzie Z. Moore

Commissioner

Lauren Weinberger

PLEDGE OF ALLEGIANCE:

Commissioner

Lauren Weinberger

PUBLIC COMMENT GUIDELINES (*Public Comments are limited to 3 minutes*)

The City welcomes public input. Members of the public can comment on a non-agenda subject under the jurisdiction of the Community Services Commission or on an agenda item, you may participate **by one of the following options**:

Option 1:

Participate in-person at the Council Chambers.

Option 2:

Public Comment speakers have three minutes to address the Commission, however, the Chair and Commission can adjust time allotted as needed. Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak.

Option 3:

Email public comment(s) to lhakobian@southpasadenaca.gov

Public Comments received in writing will not be read aloud at the meeting but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.
- 3) Submit by no later than **12:00 p.m.**, on the day of the Commission meeting.

PLEASE NOTE: The Chair may exercise the Chair's discretion, subject to the approval of the majority of the Commission to adjust public comment(s) to less than three minutes.

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

PUBLIC COMMENT**1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)**

General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting.

Only Speakers who sign up in the first 30 minutes of public comment will be queued up to speak.

CHANGES TO THE AGENDA**2. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA****CONSENT CALENDAR****OPPORTUNITY TO COMMENT ON CONSENT CALENDAR**

Items listed under the Consent Calendar are considered by the City Manager to be routine in nature and will be enacted by one motion unless a public comment has been received or Commission requests

otherwise, in which case the item will be removed for separate consideration. Any motion relating to an ordinance or a resolution shall also waive the reading of the ordinance or resolution and include its introduction or adoption as appropriate.

3. CONSIDERATION OF APPROVAL OF THE COMMUNITY SERVICES COMMISSION MEETING MINUTES FOR OCTOBER 13, 2025

Recommendation

It is recommended that the Commission consider the approval of the minutes for the Community Services Commission Meeting on October 13, 2025.

PRESENTATION

ACTION/DISCUSSION

4. DISCUSSION AND RECOMMENDATION OF POLICY TOPICS RELATED TO COURT USE AT CITY PARKS

Recommendation

It is recommended that the Community Services Commission review and provide a recommendation to the City Council on the following policy topics related to court use at City parks:

1. Large group use;
2. Time restrictions for pickleball; and
3. Court reservation systems.

5. REVIEW AND CONSIDER APPROVAL OF PATRON SURVEY FOR THRONE LAB RESTROOM

Recommendation

It is recommended that the Commission review and approve the proposed patron satisfaction survey for user of the new Throne Lab restroom facility.

PUBLIC HEARING

COMMUNICATIONS

6. CITY COUNCIL LIAISON COMMUNICATIONS

7. COMMISSIONER COMMUNICATIONS

8. STAFF LIAISON COMMUNICATIONS

PUBLIC COMMENT – CONTINUED

9. CONTINUED PUBLIC COMMENT – GENERAL

This time is reserved for speakers in the public comment queue not heard during the first 30 minutes of Item 1. No new speakers will be accepted at this time.

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE COMMUNITY SERVICES COMMISSION MEETINGS

DECEMBER 8, 2025	REGULAR COMMISSION MEETING	6:30 P.M.
JANUARY 12, 2026	REGULAR COMMISSION MEETING	6:30 P.M.
FEBRUARY 9, 2026	REGULAR COMMISSION MEETING	6:30 P.M.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS


Commission meeting agenda packets, any agenda related documents, and additional documents are available online for public inspection on the City's website:

<https://www.southpasadenaca.gov/government/boards-commissions>

AGENDA NOTIFICATION SUBSCRIPTION

If you wish to receive an agenda email notification, please contact the City Clerk's Division via email at CityClerk@southpasadenaca.gov or call (626) 403-7230.

ACCOMMODATIONS

 The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or CityClerk@southpasadenaca.gov. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

CERTIFICATION OF POSTING

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **November 10, 2025**, on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's, website as required by law, on the date listed below.*

11/05/2025 /S/

Date Melissa Snyder, Community Services Deputy Director



Community Services Commission Agenda Report

ITEM NO. 3

DATE: November 10, 2025

FROM: Lucy Hakobian, Community Services Director

PREPARED BY: Melissa Snyder, Community Services Deputy Director

SUBJECT: **CONSIDERATION OF APPROVAL OF THE COMMUNITY SERVICES COMMISSION MEETING MINUTES FOR OCTOBER 13, 2025**

Recommendation

It is recommended that the Commission consider approval of the minutes for the Community Services Commission Meeting on October 13, 2025.

Attachments:

1. Draft Community Services Commission October 13, 2025 Meeting Minutes

ATTACHMENT 1

Item No. 3 – Draft Community Services Commission
October 13, 2025 Meeting Minutes



**CITY OF SOUTH PASADENA
COMMUNITY SERVICES COMMISSION SPECIAL MEETING**

MINUTES

MONDAY, OCTOBER 13, 2025, AT 6:30 P.M.

CALL TO ORDER:

The Regular Meeting of the South Pasadena Community Services Commission was called to order by Vice Chair Samuels on Monday, October 13, 2025, at 6:32 P.M. The City Council Chambers is located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

Vice Chair	Stephen L. Plotkin
Commissioner	Leslie Albe Field
Commissioner	Anne Bagasao
Commissioner	Anthony W. Lai
Commissioner	Mackenzie Z. Moore
Commissioner	Lauren Weinberger
Mayor	Janet Braun

ABSENT

Chair	Bryan Samuels (<i>Excused Absence</i>)
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Lucy Hakobian, Community Services Director, announced a quorum.

CITY STAFF PRESENT:

Lucy Hakobian, Community Services Director; Nathalie Wilcox, Community Services Supervisor; and Jordan Bell, Community Services Coordinator were present at Roll Call.

PLEDGE OF ALLEGIANCE:

The Flag Salute was led by Commissioner Weinberger.

PUBLIC COMMENT

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

None

PRESENTATION

2. PRESENTATION OF THE 4TH OF JULY FIREWORK SHOW SURVEY RESULTS

Community Services Supervisor Wilcox presented this item.

In-Person Public Comment

Tucker Nelson spoke regarding the item.

3. PRESENTATION OF UPDATE ON ARROYO SECO GOLF COURSE PROGRESS

Community Services Director Hakobian and Commissioner Weinberger presented this item.

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

None

CONSENT CALENDAR

COMMISSION ACTION AND MOTION

Item No. 6 was pulled for separate discussion by Commissioner Lai. A motion was made by Commissioner Lai, seconded by Commissioner Weinberger, and approved by roll call vote to approve Item No. 5 and Item No. 7 of the Consent Calendar. The motion carried 6-0-1-0, by the following vote:

AYES: Plotkin, Bagasao, Field, Lai, Moore, Weinberger

NOES: None

ABSENT: Samuels

ABSTAINED: None

5. CONSIDERATION OF APPROVAL OF THE COMMUNITY SERVICES COMMISSION MEETING MINUTES FOR SEPTEMBER 8, 2025Recommendation

It is recommended that the Commission consider the approval of the minutes for the Community Services Commission Meeting on September 8, 2025.

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

6. RECEIVE AND FILE THE SUMMER 2025 SPECIAL EVENT UPDATERecommendation

It is recommended that the Commission receive and file the 2025 Summer Events Update.

Community Services Supervisor Wilcox responded to questions from the Commission.

COMMISSION ACTION AND MOTION

Item No. 6 was pulled for separate discussion by Commissioner Lai. A motion was made by Commissioner Lai, seconded by Commissioner Field, and approved by roll call vote to approve Item No. 6, as presented. The motion carried 5-0-1-1, by the following vote:

AYES: Plotkin, Bagasao, Field, Lai, Weinberger

NOES: None

ABSENT: Samuels

ABSTAINED: Moore

7. CONSIDERATION OF APPROVAL OF THE APPOINTMENTS TO SITES FOR THE ADOPT A PARK PROGRAMRecommendation

It is recommended that the Commission consider the approval of the appointments to sites for the Adopt A Park Program.

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

ACTION/DISCUSSION**8. SELECTION OF 2026 4TH OF JULY FESTIVAL OF BALLOONS SUBCOMMITTEE**

Community Service Director Hakobian presented this item.

Recommendation

It is recommended that the Commission select a subcommittee to include two Commissioners to provide support and input with 2026 4th of July Festival of Balloons event planning.

In-Person Public Comment

Tucker Nelson spoke regarding the item.

COMMISSION ACTION AND MOTION

A motion was made by Vice Chair Plotkin, seconded by Commissioner Lai, and approved by roll call vote to approve Commissioner Bagasao, Commissioner Lai, and Commissioner Weinberger to serve on the subcommittee. The motion carried 5-0-1-1, by the following vote:

AYES: Plotkin, Bagasao, Field, Lai, Weinberger

NOES: None

ABSENT: Samuels

ABSTAINED: Moore

9. DISCUSSION OF RECOMMENDED AMENDMENTS TO SOUTH PASADENA MUNICIPAL CODE SECTION 21.22 – TENNIS COURTS USE POLICY

Community Services Supervisor Wilcox presented this item.

Recommendation

It is recommended that the Community Services Commission review and provide feedback on the proposed amendments to South Pasadena Municipal Code (SPMC) Section 21.22 – Special Provisions Relative to Tennis Courts.

COMMISSION ACTION AND MOTION

A motion was made by Commissioner Lai, seconded by Commissioner Weinberger, and approved by roll call vote to send this item back to staff for further research, and approved by roll call vote. The motion carried 6-0-1-0, by the following vote:

AYES: Plotkin, Bagasao, Field, Lai, Moore, Weinberger

NOES: None

ABSENT: Samuels

ABSTAINED: None

10. YOUTH SERVICES GAP ANALYSIS SURVEY

Community Services Coordinator Bell presented this item.

Recommendation

It is recommended that the Commission review and approve the proposed Youth Services Survey to be distributed to students in the South Pasadena Unified School District (SPUSD) to gather input on desired youth programs and identify areas where the City may expand or enhance its services.

In-Person Public Comment

Tucker Nelson spoke regarding the item.

COMMISSION ACTION AND MOTION

A motion was made by Commissioner Bagasao, seconded by Commissioner Lai, to direct the subcommittee that developed the survey to incorporate the recommended edits and release it. The motion carried 6-0-1-0, by the following vote:

AYES: Plotkin, Bagasao, Field, Lai, Moore, Weinberger

NOES: None

ABSENT: Samuels

ABSTAINED: None

PUBLIC HEARING

COMMUNICATIONS

11. CITY COUNCIL LIAISON COMMUNICATIONS

- Mayor Braun thanked the Commission for their great work and input on the items presented.

12. COMMISSIONER COMMUNICATIONS

- Commissioner Bagasao noted that she saw that the skate park would be closed for repairs on social media and thanked staff for finalizing the repair work that was necessary.
- Commissioner Moore conveyed her excitement to get the Youth Services Gap Analysis Survey distributed.
- Commissioner Field provided on the Library and Community Center Comprehensive Plan. The consultants will be presenting the item to the City Council in the coming months.
- Commissioner Lai provided an update on the upcoming Halloween Boo Bash and expressed his excitement for the event.
- The Vice Chair inquired about the joint meeting regarding the Library and Community Center Comprehensive Plan. Additionally, Vice Chair provided updates regarding Eddie Park including trees and standing water. He also inquired for additional

clarification on why community members are opposed to latex balloons as a part of the Festival of Balloons.

13. STAFF LIAISON COMMUNICATIONS

- Community Services Director Hakobian provided an update that the Throne Lab restroom has been installed at Heritage Park. Additionally, she confirmed Commissioner Bagasao's comment that work on the skate park has begun and was set to be completed by October 14, 2025. She also noted that the pocket parks are near completion with a ribbon cutting ceremony forthcoming.

PUBLIC COMMENT- CONTINUED

14. CONTINUED PUBLIC COMMENT-GENERAL

None

ADJOURNMENT

There being no further matters, Vice Chair Plotkin adjourned the meeting of the Community Services Commission at 8:20 P.M. to the next Regular Community Services Commission meeting scheduled for November 10, 2025.

Respectfully submitted:

Melissa Snyder
Community Services Deputy Director

APPROVED:

Bryan Samuels
Chair

ATTEST:

Melissa Snyder
Community Services Deputy Director

Approved at Community Services Commission Meeting: November 10, 2025



Community Services Commission Agenda Report

ITEM NO. 4

DATE: November 10, 2025

FROM: Lucy Hakobian, Community Services Director

PREPARED BY: Melissa Snyder, Community Services Deputy Director
Nathalie Wilcox, Community Services Supervisor
Jordan Bell, Community Services Coordinator

SUBJECT: **DISCUSSION AND RECOMMENDATION OF POLICY TOPICS
RELATED TO COURT USE AT CITY PARKS**

Recommendation

It is recommended that the Community Services Commission review and provide a recommendation to the City Council on the following policy topics related to court use at City parks:

1. Large group use
2. Time restrictions for pickleball
3. Court reservation systems

Background

Pickleball and other paddle sports have grown substantially in popularity, both locally and nationwide. Shared court usage expanded equipment needs, and scheduling conflicts have emerged as more community members seek to use the same facilities.

To better reflect current use and ensure equitable access, staff have reviewed existing policies and gathered feedback on potential areas for improvement. The next step is to seek Commission guidance on key policy considerations before drafting specific ordinance language.

Analysis

To better understand how nearby cities manage shared-use courts for tennis and pickleball, staff surveyed 22 Southern California cities regarding their current policies on court access, reservations, and scheduling practices. The goal was to identify regional trends and management models that balance community access with operational needs.

Policy Area	Common Practice Among Surveyed Cities	Cities	Notes
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Court Access	100% operate primarily on a first-come, first-served basis	Alhambra, Arcadia, Azusa, Diamond Bar, Duarte, El Monte, Glendora, La Canada-Flintridge*, Monrovia, Montebello, Monterey Park, Pasadena, Rosemead, Sierra Madre*, San Gabriel South El Monte, Temple City, Walnut, Whittier	Most cities post courtesy time limits (typically 1 hour for singles, 1.5 hours for doubles) or wait list systems, but do not require or offer reservations. <i>*Offer reservations</i>
Reservation Systems	11% offer a reservation system <i>2 out of 19 cities</i>	La Canada-Flintridge and Sierra Madre	Both cities noted limited use of reservation system due to fees.
Time Restrictions	37% enforce time-of-day limits or scheduled play hours for pickleball <i>7 out of 19 cities</i>	Alhambra, La Canada-Flintridge, Monterey Park, Pasadena, Rosemead, San Gabriel, South El Monte	Alhambra allows pickleball from 8:00 a.m. to 9:00 p.m. due to proximity to residences. La Canada-Flintridge offer pickleball Monday-Friday from 9:30 a.m. (8:00 a.m. during summer) to dusk and weekends from 7:00 a.m. to dusk. Monterey Park reserved specific courts for pickleball and has one park location that only allows pickleball on weekends. Pasadena court hours vary based on park location. Rosemead offers pickleball on Monday, Wednesday, Friday and Sunday from 5:00 p.m.-9:30 p.m. and Tuesday, Thursday, Saturday from 8:00 a.m. to 1:00 p.m. San Gabriel has designated schedules for shared/combo courts based on location.

			South El Monte allows pickleball Mondays, Wednesdays, Fridays from 7:00 a.m. to 11:00 p.m.
Large Group or Organized Play	37% allow permits for organized group use <i>7 out of 19 cities</i>	Azusa, Duarte, La Canada-Flintridge, Monterey Park, Sierra Madre, South El Monte, Whittier	La Canada-Flintridge requires a permit for organized team play defined in their municipal code.
Tournament Play	26% allow tournament play <i>5 out of 19 cities</i>	Azusa, Duarte, La Canada-Flintridge, Monterey Park, Sierra Madre	All cities require a permit and fee to host tournaments.

**San Dimas, San Marino, and West Covina were surveyed and do not currently have pickleball courts. These cities are removed from percentages.*

Commission Discussion

To provide clear policy directions to staff, the Commission is asked to review the following decision points and provide recommendations on each:

1. Permit Requirement for Large Groups

- Determine whether a permit should be required for large or organized group use of pickleball and tennis courts.
- If a permit requirement is recommended, specify what constitutes a “large group” (e.g., number of players, number of courts in use).
- Provide directions on special event requests or tournaments.

2. Time Restrictions for Pickleball Play

- Determine whether to establish formal time-of-day restrictions for pickleball play at City parks.
- If time restrictions are recommended, specify the hours of permitted play and whether they should vary by park location or proximity to residences.
- Consider whether different hours should apply for weekdays versus weekends or holidays.

3. Court Reservation System

- Determine whether the City should implement an on-demand court reservation scheduling system or adopt a formalized court reservation request process modeled after the current field use request procedure.
- If yes to either option, provide initial direction on key parameters, such as:
 - Whether reservations should be optional or required for certain times or user groups;
 - How far in advance reservations may be made;
 - Whether a fee should apply; and
 - How to balance reservation access with open, first-come, first-served play.

The Commission's recommendations on these items will guide staff in drafting proposed policy language for the City Council's consideration.

Next Steps

Following the Commission's recommendation, staff will present the proposed policy direction to the City Council for consideration. If approved by the City Council, staff will return with draft amendments to the South Pasadena Municipal Code (SPMC) for review by the Commission and subsequent adoption by the City Council.

Fiscal Impact

No immediate fiscal impact. Future consideration may be given to improved signage, court striping, and scheduling platforms, which would require budget approval at a later time.

Public Notification

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachments

1. City Comparison: Dedicated and Combination Pickleball Courts
2. SPMC Section 21.22 – Special Provisions Relative to Tennis Courts
3. Adopted Master Fee Schedule

ATTACHMENT 1

Item No. 4 – City Comparison: Dedicated and
Combination Pickleball Courts

City Comparison: Dedicated and Combination Pickleball Courts

City	Dedicated Pickleball Court(s)	Combination Court(s) (Pickleball/Tennis)
Alhambra	3	0
Arcadia	4	8
Azusa	4	5
Diamond Bar	4	0
Duarte	2	1
El Monte	2	0
Glendora	8	0
La Canada-Flintridge	3	0
Monrovia	0	4
Montebello	4	0
Monterey Park	3	0
Pasadena	13	3
Rosemead	0	8
San Dimas	0	0
San Gabriel	8	1
San Marino	0	0
Sierra Madre	4*	2
South El Monte	0	2
South Pasadena	0	2
Temple City	8	0
Walnut	2	0
West Covina	0	0
Whittier	4	0

*Currently under construction

ATTACHMENT 2

Item No. 4 – SPMC Section 21.22 – Special Provisions
Relative to Tennis Courts

21.22 SPECIAL PROVISIONS RELATIVE TO TENNIS COURTS

21.22 Special provisions relative to tennis courts.

It is unlawful for any person to violate any of hereinafter specified rules for the use of tennis courts in any park:

- (a) City of South Pasadena sponsored tennis programs and events have priority over any other use.
- (b) Tennis shoes are required to play upon any tennis court.
- (c) The use of roller skates, roller blades, skateboards, bikes, roller/hockey, or any other wheel toys prohibited on the tennis courts.
- (d) Unauthorized professional instruction is prohibited unless authorization is obtained from the community services director and posted at tennis courts. South Pasadena public tennis courts may not be used for private tennis lessons without authorization.
- (e) Tennis courts are available on first-come, first-served basis, at all times regardless of age of participants.
- (f) Pets are not allowed on the tennis courts.
- (g) It is unlawful to cut, break, deface or disturb nets, fencing or any park related equipment.
- (h) When all courts are occupied and there are individuals who are waiting to use the courts, the following rules apply for relinquishment of the courts:
 - (1) An individual using the backboard, serving alone, or using a ball machine may play for one half hour.
 - (2) Singles or doubles may play for one hour or one set, whichever is the shortest time.
 - (3) Warm-up before a set shall not exceed five minutes.
 - (4) A court cannot be held.
- (i) Use for Special Events. To use any tennis court for tennis tournaments or other special events of any kind, a permit must first be obtained from the community services director. (Ord. No. 2206, § 2, 2010.)

ATTACHMENT 3

Item No. 4 – Master Fee Schedule

Fee No.	Fee Title	Adopted Fee FY24
CITY CLERK		
1	Duplication - FPPC Regulations	\$0.10
2	Digital Records Duplication (Formerly: Duplication - CD/DVD)	\$17.00
3	Duplication - Photocopy	\$0.10
4	Filing Fees - Candidates Nominations (Per CA Election Code Section 10228)	\$25.00
5	Filing Fees - Initiative Petition (Per CA Election Code 9103 (b))	\$200.00
COMMUNITY SERVICES		
CAMP MED FEES:		
6	Camp Med - Five Day Rate - 1st Child - Resident	\$178.00
7	Camp Med - Five Day Rate - Each Additional Child - Resident	\$165.00
8	Camp Med - Five Day Rate - 1st Child - Non-Resident	\$199.00
9	Camp Med - Five Day Rate - Each Additional Child - Non-Resident	\$187.00
10	Camp Med - Three Day Rate	\$109.00
11	Camp Med - Three Day Rate - Each Additional Child	\$104.00
12	Camp Med After School - Five Day Rate - 1st Child	\$106.00
13	Camp Med After School - Five Day Rate - Each Additional Child	\$101.00
14	Camp Med - Late Fee After First 5 Minutes - per minute	\$3.50
FIELD AND OPEN SPACE RENTAL FEES:		
Garfield / Arroyo Park:		
15	Sport Fields -- Non-Profit (Less than 50% contributor) (per hr)	\$60.00
16	Sports Fields -- Non-Profit (Contributor) (per hr)	\$0.00
17	Sport Fields - Resident (per hr.)	\$47.00
18	Sports Field - Non-Resident (per hr)	\$60.00
19	Gazebo Rental - Resident (4 hr block)	\$95.00
20	Gazebo Rental - Non-Resident (4 hr block)	\$141.00
21	Picnic Areas -- Deposit for Groups > 50 Persons resident	\$53.00
22	Picnic Areas -- Deposit for Groups > 50 Persons non-resident	\$64.00
23	Tennis Courts -- Sports Teams -- OG & Garfield Parks - Per Hour	\$59.00
24	Tennis Courts -- Instructions -- OG & Garfield Parks - Per Hour	\$59.00
OG Rec Center Rental Fees:		
25	Security Deposit	\$294.00
26	Non-Profit (per hr)	\$35.00
27	Resident (per hr)	\$35.00
28	Non-Resident (per hr)	\$47.00
29	Youth Groups - local (up to 2 hrs)	\$12.00
Eddie Park House Rental Fees:		
30	Security Deposit	\$294.00
31	Non-Profit (per hr)	\$106.00
32	Resident (per hr)	\$95.00
33	Non-Resident (per hr)	\$118.00
34	Event (4 hr block) Resident Only	\$178.00
35	Youth Groups - local (up to 2 hrs)	\$12.00
Garfield Youth House Rental Fees:		
36	Security Deposit	\$294.00
37	Non-Profit (per hr)	\$82.00
38	Resident (per hr)	\$71.00
39	Non-Resident (per hr)	\$118.00
40	Event (4 hr block) Resident Only	\$178.00
41	Youth Groups - local (up to 2 hrs)	\$12.00
War Memorial Rental Fees:		
42	Security Deposit	\$590.00
43	War Memorial -- Non-Profits (per hr)	\$130.00
44	War Memorial -- Resident (per hr)	\$118.00
45	War Memorial -- Non-Resident (per hr)	\$153.00
46	War Memorial -- Non-Profits -- Prime Time	\$207.00
47	War Memorial -- Resident / Local Business (per hr) -- Prime Time	\$194.00
48	War Memorial -- Non-Resident (per hr) -- Prime Time	\$230.00

49	War Memorial -- Lower Floor -- Non-Profits (per hr)	\$101.00
50	War Memorial -- Lower Floor -- Resident (per hr)	\$88.00
51	War Memorial -- Lower Floor -- Non-Resident (per hr)	\$118.00
52	War Memorial - Use of Kitchen (per event / use)	\$59.00
53	War Memorial - Use of Kitchen - Prime Time	\$178.00
Senior Center Rental Fees:		
54	Security Deposit	\$294.00
55	Main Room - Non-Profits (per hr)	\$106.00
56	Main Room - Resident (per hr)	\$95.00
57	Main Room - Non-Resident (per hr)	\$118.00
58	Conference Room -- Non- Profits (per hr)	\$35.00
59	Conference Room -- Resident / Local Business (per hr)	\$35.00
60	Conference Room -- Non-Resident (per hr)	\$47.00
61	Kitchen Use (per event / use)	\$59.00
Senior Center Programs:		
62	Hot Meals - Senior 55 & Over / Disabled Persons	\$3.00
63	Hot Meals - Persons Under 55	\$5.00
64	Home Delivered Meals - Senior 55 & Over / Disabled Persons	\$3.50
65	Senior Center Membership - single person Over 55	\$25.00
66	Senior Center Membership - couples Over 55	\$35.00
67	Computer Lab Printing	\$0.20
68	Leisure Classes - Seniors	Varies
69	Coffee	\$0.50
Dial-A-Ride Fees:		
70	Senior Resident (Registered) 55>	\$0.50
71	Disabled Resident (Registered)	\$0.50
72	Caregiver	\$0.00
73	MTA Bus Pass - Senior 62 & Over	\$10.00
74	MTA Bus Pass - Disabled Persons	\$10.00
Miscellaneous Fees:		
75	Breakfast with Santa Event	\$24.00
76	Spring Family Event - Presale	\$12.00
77	Spring Family Event - Day of Event	\$18.00
78	Booth Rental - All Facilities - per booth	\$59.00
79	Event -Vendor/Catering Booth - per vendor/ booth	\$118.00
80	Leisure Classes	Varies
81	Refund Processing Fee	\$22.00
82	Staff (Rental)	\$47.00
83	Additional Staff (Alcohol)	\$47.00
Community Development		
Building Fees:		
84	Building Permit & Plan Check	See LA County Fee Schedule
Film Permit Fees:		
85	Still photography - Per Day	\$157.00
86	Motion Picture Photography - Per Day	\$625.00
87	Student Films/ Public Service Announcements/ Educational Films - Per Day	\$24.00
88	Handheld Video Crew with less than 20 people - Per Day	\$157.00
Location / Hourly Fees:		
89	Still Photography / Handheld Video Crew - On Public Right-Of-Way - Per Hour	\$88.00
90	Student Filming On Public Right-of-way - per hour	\$18.00
91	Street or Lane Closure - Per Hour	\$178.00
92	Streets/Sidewalks/Alleys as Principal Site - Per Hour	\$178.00
93	City Parking Lots - Per Hour	\$178.00
94	City Building (Four Hour Minimum)/City Park - Per Hour	\$208.00
95	Police (Eight Hour Minimum) - per hour	\$95.00
96	Police Vehicles - per hour	\$24.00
97	Fire (Eight Hour Minimum) - per hour	\$95.00

98	Traffic Control Plan Review - per review	\$132.00
99	Cancellation Fee	\$118.00
Use Permits:		
100	Conditional Use Permit	\$4,125.00
101	Temporary Use Permit (non-profit)	\$271.00
102	Temporary Use Permit	\$543.00
103	CUP Modification	\$2,947.00
104	CUP with First Variance	\$5,305.00
105	Parking Use Permit	\$2,079.00
106	Administrative Use Permit	\$1,834.00
Maps:		
107	Tentative Parcel Map	\$4,376.00
108	Tentative Tract Map	\$11,867.00
109	Final Parcel / Tract Map Review	\$6,517.00
Design Review:		
110	Single Family Residence*	\$2,353.00
111	Commercial - Single Sign	\$1,868.00
112	Commercial - Sign Program	\$2,864.00
Multi Family:		
113	3-8 Units	\$3,530.00
114	9-16 Units	\$4,706.00
115	17-50 Units	\$5,295.00
116	51-100 Units	\$5,883.00
117	101 Units or More	\$7,060.00
Commercial:		
118	less than 2,000 sq ft	\$2,358.00
119	2,001 - 10,000 sq ft	\$4,715.00
120	10,000 + sq ft	\$7,073.00
Cultural Heritage Commission Fees:		
121	Cultural Hert. Comm. - Landmark Review	\$1,769.00
C.H.C. Cert. of Approp. (incl. Demo)		
122	Single-Family*	\$1,769.00
Multi-Family:		
123	3-8 Units	\$3,537.00
124	9-16 Units	\$4,715.00
125	17-50 Units	\$7,073.00
126	51-100 Units	\$8,251.00
127	101 Units or More	\$10,610.00
Commercial:		
128	less than 2,000 sq ft	\$3,537.00
129	2,001 - 10,000 sq ft	\$5,894.00
130	10,000 + sq ft	\$10,610.00
131	Chair Review	\$1,043.00
132	Historic Resource Evaluation	\$499.00
Environmental Fees:		
Flat Fees:		
133	Negative Declaration Filing	\$333.00
134	Mitigation Monitoring Inspection & Administrative Fee	Actual Cost
135	Categorical Exemption (CEQA) - Filing	\$166.00
Deposit-Based Fees:		
136	Initial Environmental Study	\$5,894.00
137	EIR	\$29,471.00
Appeals:		
138	Appeals (To Planning Commission or City Council) - Single Family*	\$1,178.00
139	Appeal - Other Uses**	\$2,358.00
140	Appeal Continuance	\$353.00
Deposits:		
141	Zoning Text & Map Amendments	\$11,788.00
142	Specific Plan Application	\$11,788.00

143	General Plan Amendment	\$23,577.00
144	Specific Plan Amendment	\$23,577.00
145	Development Agreement Review	\$11,788.00
146	Planned Development	\$11,788.00
Other Planning Applications:		
147	Zoning Code Admin Modification	\$1,340.00
148	Zoning Code Interpretation	\$1,083.00
149	Application Withdrawal	\$2,080.00
150	Lot Line Adjustment / Parcel Merger / Certificate of Compliance	\$2,358.00
151	Hillside Development Review	\$2,358.00
152	Hillside Development Review with Variance	\$3,537.00
153	Variance - First	\$3,890.00
154	Variance - Each Additional	\$2,744.00
155	Vacation Easements, Alleys, Street	\$2,079.00
156	Discretionary Time Extension Request	\$3,162.00
157	Covenants	\$644.00
158	Mills Act Contract	\$2,358.00
Miscellaneous Fees:		
159	Public Noticing Fee (Does Not Include Material / Mailing Costs)	\$336.00
160	Garage/Yard Sale Permit	\$12.00
161	Temporary Banners - Per Banner, Per Permit	\$59.00
162	Zoning - Written Analysis of Conformance	\$830.00
163	Zoning Verification Letter	\$125.00
164	Zoning Clearance for Business License Review	\$74.00
165	Re-Review - Per hour	\$182.00
166	Pre-Application Meeting	\$353.00
167	Planning Inspection Per Hour	\$182.00
168	Changes / Modifications to Approved Plans (initiated by Applicant) - Single Family*	\$590.00
169	Changes / Modifications to Approved Plans (initiated by Applicant) - All Other Uses**	\$2,358.00
170	Administrative Citation (per Municipal Code)	\$590.00
Surcharges:		
171	General Plan Maintenance Fee (Percentage of Building Permit Fee)	15%
172	Technology Surcharge (percentage applied to fire, building, engineering, and planning permits)	10%
FINANCE		
Miscellaneous Fees:		
173	NSF Check Fee (CA Civil Code Section 1719)	\$25.00
174	Credit Card Transaction Fee (Percentage of Transaction Cost)	3%
FIRE		
Fire Emergency Medical Services:		
175	Advance Life Support	LA County Rate
176	Basic Life support	LA County Rate
177	Treat No Transport	\$547.00
178	Other EMS Fees	LA County Fee
179	Paramedic Program - Residential	\$95.00
180	Paramedic Program - Residential (6 months or less)	\$47.00
181	Paramedic Program - Business	\$106.00
182	Paramedic Program - Business (6 months or less)	\$53.00
Standby Fees:		
183	Engine Company - (Use or Standby)	\$666.00
184	Ambulance	\$404.00
185	Chief Officer Per Hr. - With 2 Hr. Min.	\$268.00
Sprinkler Plan Check and Inspection:		
Residential		
186	New	\$606.00
187	Remodel	\$432.00

Commercial		
New:		
188	0 - 10,000 sq ft.	\$710.00
189	10,000 - 25,000 sq ft.	\$935.00
190	25,000 - 50,000 sq ft.	\$1,489.00
191	50,000+ sq ft.	\$1,765.00
Remodel/T.I.:		
192	0 - 5,000 sq ft.	\$580.00
193	5,000 - 10,000 sq ft.	\$813.00
194	10,000 - 25,000 sq ft.	\$1,212.00
195	25,000+ sq ft.	\$1,489.00
196	Sprinkler - Extra Plan Check/ Site Visit - per check / visit	\$138.00
Fire Alarms:		
New: (# of Devices) - Commercial		
197	1 - 25 Devices	\$372.00
198	26-50 Devices	\$536.00
199	51-100 Devices	\$606.00
200	100+ Devices - Per Device	\$1,159.00
Remodel/ T.I.: Commercial		
201	1-5 Systems	\$303.00
202	6-15 Systems	\$398.00
203	16-50 Systems	\$536.00
204	50+ Systems	\$744.00
205	New Residential (Single Family)*	\$233.00
206	Remodel Residential (Single Family)*	\$165.00
207	Extra Plan Check/Site Visits	\$138.00
208	Hydrostatic Test and Alarm Test	\$138.00
209	Any Plan Check Not listed	\$138.00
Hazmat Fees:		
210	Hazmat Disclosure Level I	LA County Fee
211	Hazmat Disclosure Level II	LA County Fee
212	Hazmat Disclosure Level III	LA County Fee
213	Hazmat Placard Start Up Cost	LA County Fee
214	Hazmat Placard Updates	LA County Fee
False Alarm Fees:		
215	False Alarm - 1st Repsonse	\$0.00
216	False Alarm - 2nd and 3rd Repsonse	\$178.00
217	False Alarm - 4th and beyond	\$911.00
Inspections:		
218	Any Other Inspection Not Listed	\$138.00
Annual Inspection of Apartments		
219	3-8 Units	\$165.00
220	9-16 Units	\$208.00
221	17-50 Units	\$276.00
222	51-100 Units	\$346.00
223	101 Units or More	\$415.00
Annual Inspection of Businesses		
224	less than 2,000 sq ft	\$106.00
225	2,001 - 10,000 sq ft	\$235.00
226	10,000 + sq ft	\$534.00
227	Additional Inspection (3rd Visit, 2nd Reinspection)	\$166.00
228	Inspection (4th Visit and Subsequent)	\$228.00
New Business Fire Inspection		
229	less than 2,000 sq ft	\$70.00
230	2,001 - 10,000 sq ft	\$138.00
231	10,000 + sq ft	\$276.00
Permits:		
232	Permits - Event Tent	\$191.00
233	Permits - Special Film Feuling Truck	\$149.00

234	Permits - Any Other Required by Chief	\$323.00
235	Permits - Fireworks Display	\$620.00
Fire Reports:		
236	Redacted	\$53.00
237	Non-Redacted	\$9.00
Miscellaneous Fees:		
238	Investigation Cost Recovery	Actual Cost
239	Witness Fees	\$178.00
240	Record Research: Intensive, Interpretive - Per Half Hour	\$53.00
241	Records: Duplication Per Page	\$0.11
242	Underground Storage Tank Removal	\$553.00
243	Clean Up, 1st Responder	Actual Cost
LIBRARY		
Library Services Fees:		
244	Replacement - Processing Fee	\$10.00
245	Replacement of Library Item	Actual Cost
246	Inter-Library Loan (Per Title)	\$5.00
247	Library Asset Recovery Service	Actual Cost
Printing / Reproduction Fees:		
248	Local History Collection Image - Commercial Use	\$125.00
249	Local History Collection Image - Private Use - Resident	\$12.00
250	Local History Collection Image - Private Use - Non-Resident	\$29.00
251	Black & White	\$0.15
252	Color Copies	\$0.50
Passport Fees:		
253	Passport Photo - per photo	\$7.00
254	Passport Execution Fee (Per US State Department)	\$35.00
Community Room Rental Fees:		
255	Community Room - Non-Profit Groups - Per Hr. (Min. 2 Hrs.)	\$118.00
256	Community Room - Resident / Local Business - Per Hr. (Min. 2 Hrs.)	\$106.00
257	Community Room -Non-Resident - Per Hr. (Min 2 Hrs.)	\$141.00
258	Community Room - Non-Profit Groups - Primetime (Min. 2 Hrs.)	\$194.00
259	Community Room - Resident / Local Business - Primetime (Min. 2 Hrs.)	\$183.00
260	Community Room -Non-Resident - Primetime (Min 2 Hrs.)	\$218.00
261	Community Room - Staff (Cleanup and Supervision)	\$47.00
262	Community Room - Staff (Alcohol)	\$47.00
263	Community Room - Security Deposit	\$294.00
Equipment Rental Fees:		
264	Audio/Visual Equipment Rental	\$70.00
265	Equipment Rental - Baldwin Piano	\$42.00
POLICE		
Penalties:		
266	Display Vehicle for Sale	\$50.00
267	Parking in Red Zone	\$50.00
268	Parking in Yellow Zone	\$50.00
269	Parking in White Zone	\$50.00
270	Parking in Green Zone	\$50.00
271	Parked on Parkway	\$50.00
272	Parking Prohibited by Sign	\$50.00
273	1 HR, 2 HR, 4HR Time Limited Parking	\$50.00
274	Parking Outside Spaces	\$50.00
275	Parked Over 72 Hours	\$50.00
276	Parking Vehicle for Sale	\$50.00
277	Washing, Servicing or Repairing Vehicle	\$50.00
278	Selling from Motor Vehicle	\$50.00
279	Parking Left Side of Roadway	\$50.00
280	Parking Adjacent to Schools	\$50.00
281	Exceeding 3% Grade/ Wheels Not Curbed	\$50.00
282	Emergency No Parking	\$50.00

283	Alley Parking - Sign Posted	\$50.00
284	Parked on Private Property	\$50.00
285	Parking on Public Property	\$50.00
286	Parking on City Owned Off-street Facility	\$50.00
287	Oversized Vehicle	\$50.00
288	Unattended Trailer	\$50.00
289	Overnight Parking	\$50.00
290	City Parking Lot (2 HR Limit)	\$50.00
Parking Pass Fees:		
291	Parking 1 Year	\$144.00
292	Parking - Senior Citizens (65 Years old min.)	\$116.00
293	Parking - Alternate Fuel Vehicles	\$116.00
294	Parking - Monthly Pass	\$35.00
295	Parking - Replacement/ Transfer	\$19.00
296	Parking - Daily Pass	\$2.40
All Police Reports:		
297	Redacted	\$103.00
298	Non-Redacted - Non-Resident	\$26.00
299	Non-Redacted - Resident	\$26.00
False Alarm:		
300	False Alarm 1st	\$0.00
301	False Alarm 2nd - 3rd	\$178.00
302	False Alarm 4th and beyond	\$650.00
Reproduction:		
303	Photo Reproduction - Per Photo	\$26.00
304	Video/Audio Reproduction	\$103.00
Miscellaneous Fees:		
305	DUI Emergency Response	Actual Cost
306	Records Check/ Clearance Letter	\$26.00
307	Special Business Background Check	\$614.00
308	Impound Fee - Vehicle Release	\$151.00
309	Juvenile Recovery	Actual Cost
310	Firearms Storage & Release	\$35.00
311	Citation Corrections/ Inspection Service (resident)	\$18.00
312	Citation Corrections/ Inspection Service (non-resident)	\$44.00
313	Fingerprint Services -- Per Three Cards	\$26.00
314	Civil Subpoena	Fee set by Courts
315	Duces Tecum Subpoena (Per CA Evidence Code)	\$15.00
316	Booking Fee	\$163.00
317	Tow Franchise Fee - per year	\$1,102.00
318	CCW Application Fee	\$317.00
319	CCW Clerical Fee	\$35.00
320	Psychological Evaluation	\$150.00
321	CCW Amendment Fee	\$20.00
PUBLIC WORKS		
Water Fees:		
322	Water Turn Off (After Hours)	\$171.00
323	Water Turn On (After Hours)	\$171.00
324	Water 24 Hour Door Hanger Fee	\$37.00
325	Water Turn Off for Non-Payment***	\$76.00
326	Water - New/Change Account	\$118.00
327	Water - Discontinue Service	\$118.00
328	Water - Discontinue for Non-Compliance	\$228.00
329	Water - Unauthorized Turn on	\$228.00
330	Fire Flow Testing	\$609.00
331	Temporary Meter Rental - Install	\$47.00
332	Temporary Meter Rental - Move	\$118.00
333	Temporary Meter Rental - Rental	\$90.00
334	Inspection of Backflow Prevention Device	\$211.00

335	Backflow Prevention Program Penalty	\$353.00
336	Water Installation Inspection Fee	\$364.00
Deposit-Based Fees:		
337	Water Service Installation	\$5,894.00
338	Water Meter installation	\$1,178.00
339	Temporary Meter Rental	\$2,947.00
Sewer Fees:		
340	Sewer Connection/Inspection, Existing Lateral	\$413.00
341	Sewer Connection/Inspection, Existing WYE	\$413.00
342	Sewer Connection/Inspection, Saddle Connect	\$413.00
343	Capping of Sewer Lateral	\$413.00
344	Sewer Construction Fee - New Construction	\$817.00
345	Sewer Spill in Public ROW	Actual Cost
346	Fats, Oils, & Grease Permit Fee (annual)	\$167.00
347	Fats, Oils, & Grease Inspection Fee (annual)	Actual Cost
348	Fats, Oils, & Grease Mitigation Penalty (annual)	\$413.00
PW Engineering:		
349	Excavate - Utility Trenches <= 100 l.f.	\$675.00
350	Excavations-Utility Trenches >= 100 l.f.	\$819.00
351	Excavations-Utility Trenches > 100 l.f. - per l.f.	\$0.64
352	Excavation-Utility Patches	\$604.00
353	Concrete Sidewalk / Driveway Parkway / Permit	\$213.00
354	Concrete Sidewalk / Driveway / Parkway Inspection	\$284.00
355	Curb & Gutter Permit	\$213.00
356	Curb & Gutter Inspection Flat Fee	\$284.00
357	Curb Coring Base Permit	\$235.00
358	Curb Coring Inspection Flat Fee	\$224.00
359	Pavement Street & Alley	\$476.00
360	Pavement Street & Alley Inspections Flat Fee	\$641.00
361	Street/ROW Vacation/ Abandonment	\$6,297.00
362	Public Improvement Inspection	\$570.00
363	Public Works Plan Check Fee - Single Family*	\$590.00
364	Public Works Plan Check Fee - Other Uses**	\$1,055.00
365	Additional Plan Check/ Reviews Beyond 2	\$177.00
366	Final Parcel Map Review	\$3,312.00
367	Final Tract Map Review	\$3,312.00
368	Final Map Amendment - Administrative	\$177.00
369	Temp Encroachment - Dumpster	\$106.00
370	Temp Encroachment - Southwest Hills	\$231.00
371	Temp Encroachment - All Other	\$124.00
Deposits (Time and Material):		
372	Street Renaming Processing	\$5,894.00
Miscellaneous Fees:		
373	100 foot Radius Map & Mailing Lists	\$78.00
374	Sidewalk Dining Permit/ Inspect, Initial	\$146.00
375	Sidewalk Dining Permit/ Inspect, Renewal	\$110.00
376	Sidewalk Rental Fee - Per Sq. Ft.	\$4.70
377	Sidewalk Vendor Permit	\$157.00
378	House Number Change	\$529.00
379	Oversized/Overloads Permits (Per Transportation Code)	\$19.00
380	Block Party Street Closure - Initial	\$314.00
381	Block Party Street Closure - Renewal	\$118.00
382	Blueprint/ Map Reproduction	Actual Cost
383	Banner Installation & Removal	\$225.00
384	Banner Installation - Initial	\$372.00
385	Parade/ Special Event Staffing	Hourly Rate
386	No Parking Signs (temporary)	\$44.00

Trees:		
387	Tree Removal / Replacement Permit	\$364.00
388	Private Property Tree Removal for Developments (3+ more trees)	\$504.00
389	Tree Trimming Permit	\$75.00
390	Inspection For Trimming or Removal	\$141.00
391	Private Tree Trimming in Public ROW	Actual Cost
Newsrack:		
392	Newsrack Permit - Initial	\$217.00
393	Newsrack Permit - Annual Renewal	\$75.00
TRANSPORTATION		
394	Mission Meridian Village Parking (Daily)	\$3.00
395	Mission Meridian Village Parking (Monthly)	\$50.00
396	Mission Meridian Village Parking (Monthly Senior)	\$12.00

Footnotes:

***Single Family:** This term refers to single-family homes and duplexes (2 attached dwelling units)

****Other Uses:** This term refers to multifamily (3 or more units), Commercial, Mixed Use, or Legal Non-Conforming Use

*****Water Turnoff for Non-Payment:** This fee has a low income cap per SB 998.

Facility Rental Terms:

Non-Profit = Registered 501c(3) organization

Resident = South Pasadena Resident with South Pasadena Address or South Pasadena Based Business

Non-Resident = Non-South Pasadena Based Resident or Business

Prime Time (Community Services) = Begins at 3PM on Friday through Saturday at 12PM

Prime Time (Library): Begins at 4PM on Friday through Sunday at 10PM

Fee Title**CY 2023 Fee****Water Rates:**

Water Services - Tier 1	\$3.75
Water Services - Tier 2	\$4.72
Water Services - Tier 3	\$5.53
Waste Water Discharge	\$2.00
Meter Service Charges - 3/4"	\$94.28
Meter Service Charges - 1"	\$141.72
Meter Service Charges - 1 1/2"	\$260.33
Meter Service Charges - 2"	\$402.66
Meter Service Charges - 3"	\$734.73
Meter Service Charges - 4"	\$1,209.14
Meter Service Charges - 6"	\$2,395.14
Meter Service Charges - 8"	\$4,292.76
Efficiency Fee	\$0.14

Sewer Rates:

Single Family Fixed Charge (per EDU per bi-month)	\$30.45
Multi-Family Fixed Charge (per EDU per bi-month)	\$23.92
Commercial Flow Charge (per HCF of water)	\$2.01
Elementary Schools (per ADA per month)	\$0.23
Middle Schools (per ADA per month)	\$0.46

Fees set per Resolution 7536 & 7537

GROWTH REQUIREMENT CAPITAL FEES

Community Development

Growth Mgmt, Residential Development	\$1.64	per Sq Ft	<i>set by Ordinance No. 1985</i>
Growth Mgmt, Commercial/Industrial Development	\$1.07	per Sq Ft	<i>set by Ordinance No. 1985</i>
Growth Mgmt, Park Impact Fee - Residential NEW	\$7.65	per Sq Ft	<i>set by Resolution No. 7466</i>
Growth Mgmt, Park Impact Fee - Residential Remodel	\$7.65	per Sq Ft > 250sqft	<i>set by Resolution No. 7466</i>
Growth Mgmt, Park Impact Fee - Senior Housing	\$2.95	per Sq Ft	<i>set by Resolution No. 7466</i>

Other FEES:

Community Development

Strong Motion Instrumentation Program – SMIP	Varies	<i>Pursuant to Section 2705, Chapter 8, Division 2 of the Public Resources Code of the State of California</i>	
Public Art Development Fee - on-site	1%	of total building valuation	<i>set by Ordinance No. 2325</i>
Public Art Development Fee - in lieu	1.5%	of total building valuation	<i>set by Ordinance No. 2325</i>

BUSINESS LICENSE FEES
Last update: Resolution No. 7105

FEE TITLE	CURRENT FEES	UNITS	TERM	BUSINESS IMPROVE. TAX	TOTAL
Basic Business License Fees					
RETAIL WITH 1 EMPLOYEE	\$96.00	LICENSE	YEAR	\$36.00	\$132.00
RETAIL WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
WHOLESALE WITH 1 EMPLOYEE	\$96.00	LICENSE	YEAR	\$36.00	\$132.00
WHOLESALE WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
SERVICE WITH 1 EMPLOYEE	\$96.00	LICENSE	YEAR	\$36.00	\$132.00
SERVICE WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
MANUFACTURING WITH 1 EMPLOYEE	\$96.00	LICENSE	YEAR	\$24.00	\$120.00
MANUFACTURING WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$2.40	\$12.00
PROFESSIONAL BUSINESSES	\$130.00	LICENSE	YEAR	\$48.75	\$178.75
PROFESSIONAL WITH ADDITIONAL PROF EMPLYS	\$70.00	BUSINESS	YEAR	\$26.25	\$96.25
PROFESSIONAL WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
BUSINESS BY VEHICLE	\$100.00	VEHICLE	YEAR	\$37.50	\$137.50
BUSINESSES WITH ADDITIONAL VEHICLES	\$40.00	VEHICLE	YEAR	\$15.00	\$55.00
CONTRACTOR \$0-\$4,999	\$36.00	CONTRACT	QTR	\$13.50	\$49.50
CONTRACTOR \$5,000-\$49,999	\$60.00	CONTRACT	QTR	\$22.50	\$82.50
CONTRACTOR \$50,000+	\$120.00	CONTRACT	QTR	\$45.00	\$165.00
BUSINESSES NOT CLASSIFIED	\$96.00	BUSINESS	YEAR	\$36.00	\$132.00
BUSINESSES NOT CLASS. WITH ADD. EMPLOYEE	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
Specialty Business License Fees					
ADVERTISING STRUCTURES, SIGNS, DISPLAYS	\$360.00	SIGN	YEAR	** \$135.00	\$495.00
BILLBOARD	\$24.00	BILLBOARD	YEAR	\$9.00	\$33.00
ADVERTISING VEHICLE	\$120.00	VEHICLE	DAY	\$45.00	\$165.00
ANTIQUE DEALER	\$96.00	LICENSE	YEAR	\$36.00	\$132.00
ANTIQUE DEALER W/ADD'L EMPLOYEE	\$9.60	LICENSE	YEAR	\$3.60	\$13.20
APARTMENTS, HOTELS, (3+DWELLING UNITS)	\$72.00	LICENSE	YEAR	\$18.00	\$90.00
ADDITIONAL UNITS OVER THREE	\$9.60	UNIT	YEAR	\$2.40	\$12.00
AUCTION	\$168.00	EVENT	DAY	** \$63.00	\$231.00
BOARDING HOUSE	\$96.00	LICENSE	YEAR	** \$36.00	\$132.00
BOWLING ALLEYS	\$62.40	LANE	YEAR	** \$23.40	\$85.80
CANVASSERS	\$96.00	PERSON	YEAR	** \$36.00	\$132.00
CANVASSERS	\$48.00	PERSON	DAY	** \$18.00	\$66.00
CANVASSERS	\$72.00	PERSON	QTR	** \$27.00	\$99.00
CHRISTMAS TREE WREATHS	\$168.00	LICENSE	MONTH	** \$63.00	\$231.00
CIRCUS, CARNIVAL, MENAGERIE, RODEO	\$480.00	EVENT	DAY	** \$180.00	\$660.00
TRAINED ANIMALS EXHIBITION	\$48.00	EVENT	DAY	** \$18.00	\$66.00
FIREARMS	\$96.00	BUS LICENSE	YEAR	** \$36.00	\$132.00
FORTUNE TELLING	\$400.00	LICENSE	YEAR	** \$150.00	\$550.00
GARDNERS-FIRST VEHICLE	\$80.00	VEHICLE	YEAR	\$30.00	\$110.00
GARDNERS WITH ADDITIONAL VEHICLES	\$40.00	VEHICLE	YEAR	\$15.00	\$55.00
HOSPITALS (5 BEDS + ONE EMPLOYEE)	\$192.00	LICENSE	YEAR	\$72.00	\$264.00
HOSPITALS WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
HOSPITALS WITH MORE THAN 5 BEDS	\$9.60	BED	YEAR	\$3.60	\$13.20
LAUNDRY/DRY CLEANING	\$120.00	LICENSE	YEAR	\$45.00	\$165.00
LAUNDRY/DRY CLEAN. WITH ADD. EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
LAUNDRY/DRY CLEAN. WITH NONLOCAL TRUCK	\$120.00	TRUCK	YEAR	\$45.00	\$165.00
LAUNDRY/DRY CLEAN. W/ ADD. NONLCL TRUCKS	\$48.00	TRUCK	YEAR	\$18.00	\$66.00
MACHINES, GAMES, VENDING	\$72.00	MACHINE	QTR	\$27.00	\$99.00
THEATRES	\$1.92	SEAT	YEAR	\$0.72	\$2.64
SINGLE PRODUCTION	\$0.12	SEAT	SHOW	\$0.05	\$0.17
NRSRY/PRVT SCHL - NIGHT, 5 BEDS, 1 EMP	\$192.00	LICENSE	YEAR	\$72.00	\$264.00
NRSRY/PRVT SCHL - NIGHT, >5 BEDS	\$9.60	BED	YEAR	\$3.60	\$13.20
NRSRY/PRVT SCHL - DAY CARE ONLY	\$120.00	LICENSE	YEAR	\$45.00	\$165.00
NRSRY/PRVT SCHL - NITE/DAY, ADD EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
DAY CARE ONLY	\$120.00	LICENSE	YEAR	\$45.00	\$165.00
DAY CARE WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
PATROLMAN	\$24.00	EMPLOYEE	YEAR	\$9.00	\$33.00
PATROL SYSTEM	\$168.00	LICENSE	YEAR	\$63.00	\$231.00
PAWNBROKER	\$240.00	LICENSE	YEAR	\$90.00	\$330.00
PAWNBROKER WITH ADDITIONAL EMPLOYEES	\$9.60	EMPLOYEE	YEAR	\$3.60	\$13.20
PEDDLER (FOOT)	\$96.00	PERSON	YEAR	** \$36.00	\$132.00

BUSINESS LICENSE FEES
Last update: Resolution No. 7105

FEE TITLE	CURRENT FEES	UNITS	TERM	BUSINESS IMPROVE. TAX	TOTAL
PEDDLER (FOOT)	\$48.00	PERSON	DAY	**	\$18.00 \$66.00
PEDDLER (FOOT)	\$72.00	PERSON	QTR	**	\$27.00 \$99.00
PEDDLER (VEHICLE)	\$128.00	VEHICLE	YEAR		\$48.00 \$176.00
PUBLIC DANCE HALL-LONG TERM	\$960.00	FACILITY	YEAR	**	\$360.00 \$1,320.00
PUBLIC DANCE HALL WITH ADD. EMPLOYEES	\$9.60	EMPLOYEE	TERM	**	\$3.60 \$13.20
PUBLIC DANCE HALL-TEMPORARY	\$120.00	FACILITY	MONTH	**	\$45.00 \$165.00
SEARCHLIGHTS	\$48.00	MACHINE	NIGHT		\$18.00 \$66.00
SECONDHAND DEALERS	\$216.00	LICENSE	YEAR		\$81.00 \$297.00
SECONDHAND DEALERS WITH ADD. EMPLOYEES	\$9.60	EMPLOYEE	YEAR		\$3.60 \$13.20
SHARPENING TOOLS	\$24.00	LICENSE	MONTH		\$9.00 \$33.00
SALES-SHRFF,BNKRPTCY,ASSIGNEE-LONG TERM	\$480.00	LICENSE	YEAR		\$180.00 \$660.00
SALES-SHRFF,BNKRPTCY,ASSIGNEE-SHORT	\$96.00	LICENSE	DAY		\$36.00 \$132.00
SIDESHOW, RIDES, ETC	\$96.00	LICENSE	DAY	**	\$36.00 \$132.00
SKATING RINKS, SHOOTING GALLERY, RACETRCK	\$360.00	LICENSE	YEAR	**	\$135.00 \$495.00
SKTNG, SHTNG, RCTRK WITH ADD, EMPLOYEES	\$9.60	EMPLOYEE	YEAR	**	\$3.60 \$13.20
TAXICAB DRIVERS	\$24.00	LICENSE	YEAR		\$9.00 \$33.00
TAXICAB OWNERS	\$120.00	CAB	YEAR		\$45.00 \$165.00
VENDERS (ITINERANT)	\$96.00	LICENSE	YEAR	**	\$36.00 \$132.00
VENDERS (ITINERANT)	\$48.00	LICENSE	DAY	**	\$18.00 \$66.00
VENDERS (ITINERANT)	\$72.00	LICENSE	QTR	**	\$27.00 \$99.00
VENDING MACHINES	\$32.00	MACHINE	YEAR		\$12.00 \$44.00
MASSAGE FILING FEE	\$100.00				
FINGERPRINTS	\$42.00				
PERMIT FEE	\$50.00	PERMIT	YEAR		
NEW BUS LIC APPLICATION/ IN-TOWN	\$34.00	APPLICATION	YEAR		
NEW BUS LIC APPLICATION/ OUT-OF-TOWN	\$13.00	APPLICATION	YEAR		
NEW BUS LIC APP/ OUT-OF-TOWN CONTRACTOR	\$25.00	APPLICATION	YEAR		
BUSINESS LICENSE LISTING	\$9.00	REQUEST	PLUS \$0.10 per page		

*= Business Improvement Tax
set by Ordinance No. 1738

**= Permit Required



Community Services Commission Agenda Report

ITEM NO. 5

DATE: November 10, 2025

FROM: Lucy Hakobian, Community Services Director

PREPARED BY: Melissa Snyder, Community Services Deputy Director

SUBJECT: **REVIEW AND CONSIDER APPROVAL OF PATRON SURVEY
FOR THRONE LAB RESTROOM**

Recommendation

It is recommended that the Community Services Commission review and approve the proposed patron satisfaction survey for users of the new Throne Lab restroom facility, authorizing staff to distribute and collect feedback for evaluation of user experience and facility performance.

Background

The Throne Lab restroom facility was developed through a partnership between the City of South Pasadena and LA Metro to enhance public amenities in anticipation of major international events, including the 2026 FIFA World Cup and the 2028 Olympic and Paralympic Games.

The Throne Lab, opened on October 10, 2025, serves as a pilot project for innovative, self-cleaning restroom technology designed to meet high-volume use and sustainability standards.

As part of the evaluation phase, staff seeks to gather user feedback to assess satisfaction, functionality, accessibility, cleanliness, and overall perception of the facility. Input will help guide design refinements, maintenance practices, and potential future installations in partnership with regional agencies.

Analysis

Staff has developed a brief, voluntary patron satisfaction survey to gather feedback from users of the Throne Lab restroom. The survey consists of four questions designed to capture both quantitative and qualitative insights regarding user experience, comfort, and perception of the facility.

The survey was intentionally kept short and easy to complete to encourage a higher response rate and minimize barriers to participation. It is expected that this approach will result in a broader and more representative range of user feedback.

The survey will be made available through a QR code posted outside the restroom. Responses will be reviewed and summarized for presentation to the Commission at a future meeting.

The proposed survey questions are as follows:

1. Overall, how satisfied were you with the cleanliness and condition of the restroom?

- ☐ Very satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Dissatisfied
- ☐ Very dissatisfied

2. What is the main reason for visiting the Throne Lab?

- ☐ Attending an event
- ☐ Visiting the park
- ☐ Passing through or visiting from out of town
- ☐ Work
- ☐ Other

3. Was there anything that could have made your visit more comfortable or convenient?

(Open-ended response, optional)

4. Would you recommend the Throne Lab Restroom to others visiting our location?

- ☐ Definitely
- ☐ Probably
- ☐ Not sure
- ☐ Probably not
- ☐ Definitely not

Next Steps

If approved, staff will:

1. Finalize survey formatting and design.
2. Launch the survey within two weeks of Commission approval.
3. Compile and analyze responses.
4. Return to the Commission with a summary of results on a quarterly basis.

Fiscal Impact

There is no significant fiscal impact associated with conducting the survey. Minimal staff time will be required for survey management and analysis, funded through the existing department budget.

Public Notification

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.