

PUBLIC COMMENT AND SUGGESTIONS

The City Council welcomes public input. If you would like to comment on an agenda item, members of the public may participate **by means of one of the following options:**

Option 1:

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 for up to 3 minutes per item.

Option 2:

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

Public Comments received in writing will not be read aloud at the meeting but will be part of the meeting record.

There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Agenda item you are submitting public comment on.
- 2) Submit by no later than 6:00 p.m. January 22, 2026.

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.

1. **Public Comment**
None.

PRESENTATION

None.

ACTION/DISCUSSION

2. **The Fire Department’s Report on the Use of Brycer for Annual Fire Protection Systems Inspections and Recommend the Department Move Forward On Entering Into an Agreement With Brycer Compliance Management**
Consideration of the Fire Department’s Report on the Use of Brycer for Annual Protection Systems Inspections
3. **Minutes of the Public Safety Commission Regular Meeting of December 23, 2025**
Consideration of the minutes of the Public Safety Commission Regular Meeting of December 23, 2025

INFORMATION REPORTS

4. **South Pasadena Fire Department: The Annual Weed Abatement Parcel List**

5. Ordinance No. 2406 Revising the General Provisions Applicable to All Commissions and Amending Certain Sections of the Various Articles for Individual Commissions and Amending the South Pasadena Municipal Code

COMMUNICATIONS

6. City Council Liaison Communications
None.
7. Staff Liaison Communications
None.
8. Commissioner Communications
None.

ADJOURNMENT

PUBLIC ACCESS TO AGENDA DOCUMENTS

The complete agenda packet may be viewed on the City's website, www.southpasadenaca.gov.

Meeting recordings will be available for public viewing after the meeting. Recordings will be uploaded to the City's YouTube Channel no later than the next business day after the meeting. The City's YouTube Channel may be accessed at: https://www.youtube.com/channel/UCnR169ohzi1AlewD_6sfwDA/featured

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 via e-mail at CityClerk@southpasadenaca.gov or by calling (626) 403-7230. 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).

I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA, and the City's website at www.southpasadenaca.gov on January 22, 2026 as required by law.

January 22, 2026
Date



Shannon Robledo, Acting Chief of Police



Public Safety Commission Agenda Report

ITEM NO. 2

DATE: January 27, 2026

TO: Public Safety Commission

FROM: Greg Lloyd, Fire Chief

SUBJECT: **The Fire Department's Report on the Use of Brycer for Annual Fire Protection Systems Inspections and Recommend the Department Move Forward On Entering Into an Agreement With Brycer Compliance Management**

Action Item: Consideration of the Fire Department's Report on the Use of Brycer for Annual Protection Systems Inspections

Attachments:

- A. Brycer Compliance Engine Report



Public Safety Commission Agenda Report

ITEM NO. 2

DATE: January 27, 2026

FROM: Greg Lloyd, Fire Chief

PREPARED BY: Greg Lloyd, Fire Chief

SUBJECT: **RECEIVE AND FILE THE FIRE DEPARTMENT'S REPORT ON THE USE OF BRYCER FOR ANNUAL FIRE PROTECTION SYSTEMS INSPECTIONS AND RECOMMEND THE DEPARTMENT MOVE FORWARD ON ENTERING INTO AN AGREEMENT WITH BRYCER COMPLIANCE MANAGEMENT.**

Recommendation

It is recommended that the Public Safety Commission:

1. **Receive and file** this report regarding the proposed use of Brycer (The Compliance Engine) for annual fire protection systems inspections; and
2. **Recommend that the Fire Department move forward** with entering into an agreement to implement the Brycer compliance management program.

Executive Summary

The Fire Department proposes implementing Brycer's *The Compliance Engine*, a web-based compliance management system used by fire authorities nationwide to track and enforce required inspections, testing, and maintenance of fire protection and life safety systems. The program would transition inspection report submittals from a manual process to an electronic, contractor-driven model that improves compliance, efficiency, and public safety.

There is no cost to the City or property owners to implement the system. Fees are paid by third-party inspection contractors. Integration with the Department's existing **First Due** inspection and pre-incident planning software would further enhance situational awareness by providing responding personnel with current system status and emergency contact information. Staff is requesting the Commission's recommendation to proceed with implementation.

Background

The California Fire Code requires regular inspection and testing of fire protection systems such as fire alarms, automatic sprinkler systems, commercial kitchen hood suppression systems, fire pumps, and emergency power systems. Ensuring compliance with these requirements is a core function of the Fire Prevention Bureau.

Current processes rely on contractor-submitted documentation that often requires manual review, tracking, and follow-up. Brycer's *The Compliance Engine* provides a centralized, electronic platform for managing compliance data and deficiency tracking, and is used by numerous jurisdictions to improve inspection compliance and reduce administrative burden.

Analysis

The proposed use of Brycer would modernize the Fire Department's compliance management process by:

- Requiring licensed contractors to submit inspection, testing, and maintenance reports electronically.
- Tracking fire protection system compliance and unresolved deficiencies across all regulated occupancies.
- Automating inspection due date and deficiency notifications; and
- Providing a centralized data source to support fire prevention, enforcement, and risk reduction activities.

A key benefit of the program is its integration with First Due, the Fire Department's inspection and pre-incident planning software. This integration would allow fire protection system status and emergency contact information to be available to personnel during inspections and emergency responses, improving situational awareness, operational decision-making, and firefighter safety.

Fiscal Impact

There is no direct cost to the City to implement or maintain Brycer. Property owners are not billed by the City. Fees are paid by third-party inspection contractors at the time reports are submitted. The City may also elect to participate in an optional revenue-sharing model to offset Fire Prevention administrative costs.



Public Safety Commission Agenda Report

ITEM NO. 3

DATE: January 27, 2026

TO: Public Safety Commission

FROM: Shannon Robledo, Acting Chief of Police
Kevin Tiet, Management Assistant

SUBJECT: **Minutes of the Public Safety Commission Regular Meeting of
December 23, 2025**

Consideration of the minutes of the Public Safety Commission Regular Meeting of December 23, 2025.

Attachments:

- A. Minutes of the Public Safety Commission Regular Meeting of December 23, 2025.



**CITY OF SOUTH PASADENA
PUBLIC SAFETY COMMISSION REGULAR MEETING
AGENDA**

**CITY COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CA
91030 IN-PERSON**

Tuesday, December 23, 2025 at 5:30 p.m.

CALL TO ORDER

The Regular Meeting of the South Pasadena Public Safety Commission was called to order by Chair Holguin on December 23, 2025, at 5:32 p.m. in the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

Chair	Marcos Holguin
Commissioner	Charley Lu
Commissioner	Walter Cervantes
Commissioner	Armando Munoz
Commissioner	Bethseda Gee
Commissioner	Dr. Stephen Sanko
Commissioner	Gabriel Reza

ABSENT

None

Davit Ghazaryan, Management Analyst, announced a quorum.

OFFICIALS PRESENT:

Shannon Robledo, Acting Police Chief, Greg Lloyd, Fire Chief, Omari Ferguson, Councilmember, Andrew Dubois, Police Sergeant, Melissa Snyder, Community Services Deputy Director, Jennifer Colby Public Affairs Manager/Public Information Officer, Davit Ghazaryan, Management Analyst, Kevin Tiet, Management Assistant were present at Roll Call.

OFFICIALS ABSENT:

NONE

1. **Public Comment**

A public comment submitted via e-mail from Yvonne LaRose on ICE Encounter Protocols and Resources.

Yvonne La Rose wanted to provide South Pasadena with resources and education materials regarding ICE Encounter Protocols and Resources. Yvonne wanted to make a motion to provide accessibility to all interested parties. In addition, Yvonne wanted to make a secondary motion to form alliances with rapid responses and legal resources available. In addition, another motion to update resource guides on a six-month basis to be reliable and available information readily available to the public. The goal is to help the public deescalate situation from an ICE encounter.

PRESENTATION

2. **Staff Introduction**

Introduction of Jennifer Colby, the newly appointed Public Affairs Manager / Public Information Officer

Jennifer Colby, Public Affairs Manager / Public Information Officer introduction

Chair Holguin welcomed Jennifer Colby. Holguin asked if the new role is focused on one department. Colby responded that her role focuses on enhancing communication in all departments in the city.

Commissioner Sanko mentioned he looks forward the role connecting with local newsletters. He also mentioned a successful model used previously where interns were utilized to help with newsletters and social media outreach.

3. **South Pasadena Police Department: NIBRS Report, September and October 2025**

Presentation: NIBRS Report, September and October 2025

Shannon Robledo, Acting Police Chief presented the NIBRS Report, September and October 2025

Commissioner asked if Jennifer Colby can assist with spreading information on prevention tips to avoid any phishing problems.

Commissioner Sanko questioned the increase aggravated assault and drug violation. Acting Chief Robledo answered there was assistance of law enforcement from other agencies that assisted with enforcement in the city. The increased policing and detection resulted in a higher percentage in the report.

Commissioner Cervantes agreed and recommended this topic to be addressed.

4. **Show Formats for the 2026 4th of July Celebration**

Presentation of Show Formats for the 2026 4th of July Celebration

Melissa Snyder, Community Services Deputy Director presented the Show Formats for the 2026 4th of July Celebration.

Commissioner Gee highlighted the values of South Pasadena in terms of the pricing for different variations of firework shows.

Commissioner Munoz suggested if there is a hybrid firework show that combines traditional and drone show

for a budget friendlier option. Melisa Snyder mentioned it is possible to have a hybrid show. However, involves more coordination with three separate vendors rather than one vendor if a single option is selected.

Commissioner Cervantes mentions the possibility of a risk of fire with traditional firework. In addition, he mentions the impacts that affects the environment and sound pollution from a traditional firework show. Chair Holguin motioned to recommend to city council a drone show.

AYES: Chair Holguin, Vice Chair Lu, Commissioner Gee, Commissioner Cervantes Commissioner Munoz, Commissioner Sanko, Commissioner Reza

NOES: None.

ABSENT: None.

ABSTAINED: None.

PUBLIC HEARING

5. **Public Hearing: South Pasadena Police Department's Updated Military Equipment Use Report: June 2024 – September 2025**

Presentation of the South Pasadena Police Department's Updated Military Equipment Use Report: June 2024 – September 2025

Andrew Dubois, Police Sergeant presented the South Pasadena Police Department's Updated Military Equipment Use Report: June 2024 – September 2025

Commissioner Cervantes asked why the equipment is referred to as military equipment and the term may spread fear to residents. Sergeant Dubois mentioned it is what the legislative bodies that have enacted that law and reference the equipment. Sergeant Dubois mentions equipment used is geared towards public safety and officer safety is main factors that provides the best outcome for overall safety.

Chair Holguin asked if the Police Department will run out of patrol rifles when a law enforcement officers leave. Sergeant Dubois confirmed the patrol rifle equipment stays at the department and the equipment is reissued to new staff when onboarded.

A motion was made by Commissioner Munoz, seconded by Chair Holguin, approved by roll call vote, Item No. 5 to accept the South Pasadena Police Department's Updated Military Equipment Use Report: June 2024 – September 2025

AYES: Chair Holguin, Vice Chair Lu, Commissioner Gee, Commissioner Cervantes Commissioner Munoz, Commissioner Reza

NOES: None.

ABSENT: Commissioner Sanko

ABSTAINED: None.

ACTION/DISCUSSION

6. **Minutes of the Public Safety Commission Regular Meeting of September 23, 2025**

Consideration of the minutes of the Public Safety Commission Regular Meeting of September 23, 2025

A motion was made by Chair Holguin, seconded by Vice Chair Lu, approved by roll call vote, Item No.6 the Meeting Minutes of the September 23, 2025 Public Safety Commission Regular Meeting as presented.

AYES: Chair Holguin, Vice Chair Lu, Commissioner Gee, Commissioner Cervantes Commissioner Munoz, Commissioner Reza

NOES: None.

ABSENT: Commissioner Sanko

ABSTAINED: None.

1. **Minutes of the Public Safety Commission Special Meeting of October 13, 2025**

Consideration of the minutes of the Public Safety Commission Special Meeting of October 13, 2025

A motion was made by Commissioner Gee, seconded by Chair Holguin, approved by roll call vote, Item No.7 the Meeting Minutes of the October 13, 2025 Public Safety Commission Special Meeting as presented.

AYES: Chair Holguin, Vice Chair Lu, Commissioner Gee, Commissioner Cervantes Commissioner Munoz, Commissioner Reza

NOES: None.

ABSENT: Commissioner Sanko

ABSTAINED: None.

INFORMATION REPORTS

2. **South Pasadena Fire Department: Los Angeles County Health Services Measure B Funding**

Information report of the Los Angeles County Health Services Measure B Funding

Chief Lloyd, Fire Chief presented Los Angeles County Health Services Measure B Funding information report

3. **South Pasadena Fire Department: California Fire Foundation Grant**

Information report of the California Fire Foundation Grant

Chief Lloyd, Fire Chief presented the California Fire Foundation Grant information report

Commissioner Gee asked if there is any equipment that needs to be updated in regards to Measure B funding. Chief Lloyd answered the Fire Department currently has all equipment needed. The Fire Department is working on a five year spending plan that will update department equipment and there is currently no immediate needs.

COMMUNICATIONS

4. **City Council Liaison Communications**

Mayor Pro Term Ferguson thanked the Public Safety Commissioners for their commitment and service to the city.

Commissioner Gee asked for more clarification as to the change in schedule for occurrences of the commission meetings. Mayor Pro Term Ferguson responded the change was from the Mayor's discretion. He also mentioned he can bring this information to the mayor if the commission would like to revert back to previous meeting occurrences to once a month.

Commissioner Gee asked a question directed towards Police and Fire Chief if there is enough staffing for monthly meetings. Acting Chief Robledo mentioned the occurrence meetings depends on the quantity of work plan materials for the upcoming schedule. Chief Lloyd answered the goal with the new schedule of meeting every other month was to create a strong commission to have robust discussion. In addition, value the commissioner's time and the community's time.

5. Staff Liaison Communications

Chief Lloyd mentioned K-9 Delta transitioned to the Montebello Fire Department as her handler took on a job at that department. However, the city still has full access to K-9 Delta and capabilities if needed.

Chief Lloyd provided an update on the department's first annual emergency preparedness and public safety fair.

Chief Lloyd provided information on save the date for Badge Pinning Ceremony to recognize new staff and promotions on February 21st.

Chief Lloyd provided an update on the Spark of Love toy drive.

Acting Chief Robledo provided an update on an upcoming retirement for Richard Lee, Police Detective

Acting Chief Robledo provided an update the department received four trailer radars which will help gather information for traffic enforcement.

6. Commissioner Communications

Commissioner Gee and Chair Holguin thanked Commissioner Munoz for serving the committee.

ADJOURNMENT

There being no further matters, Chair Holguin adjourned the meeting of the Public Safety Commission at 7:11 p.m., to the next Regular Public Safety Commission meeting scheduled for Tuesday, January 27, 2026 at 4:30 p.m.

Respectfully Submitted:

Approved By:

Kevin Tiet
Management Assistant

Marcos Holguin
Chai



Public Safety Commission Agenda Report

ITEM NO. 4

DATE: January 27, 2026
TO: Public Safety Commission
FROM: Greg Lloyd, Fire Chief
SUBJECT: **The Annual Weed Abatement Parcel List**

Informational Report: The Annual Weed Abatement Parcel List

Attachments:

A. The Annual Weed Abatement Parcel List



Public Safety Commission Agenda Report

ITEM NO.

DATE: January 27, 2026

FROM: Greg Lloyd, Fire Chief

PREPARED BY: Greg Lloyd, Fire Chief

SUBJECT: **RECEIVE AND FILE THE FIRE DEPARTMENT'S REPORT ON THE
THE ANNUAL WEED ABATEMENT PARCEL LIST.**

Recommendation

It is recommended that the Public Safety Commission:

1. **Receive and file** this report regarding the 2026 weed abatement parcel list as identified by the Los Angeles County Agricultural Commissioner's Office

Executive Summary

The City Council is asked to receive and file the report authorizing the County of Los Angeles Agriculture Commissioner's Office to inspect and abate weeds, brush, and native vegetation that present existing or potential fire hazards within the City, and to schedule a public hearing to hear objections or protests to the vegetation management program.

The City has participated in the County's vegetation management program since 2011. Under the current agreement approved in 2021, the County issues compliance notices, conducts inspections, and performs abatement on unimproved properties that are not maintained in a fire-safe condition. For the upcoming inspection cycle, 89 unimproved properties within the City have been identified for inspection and possible clearance. Property owners may object to the proposed abatement and cost recovery at a public hearing scheduled for February 18, 2026.

There is no direct fiscal impact to the City beyond routine staff time, as abatement costs are recovered through assessments to non-compliant property owners. Approval of this item supports the Fire Department's annual brush inspection goals and the City's Strategic Plan objective to mitigate hazardous vegetation in high fire hazard severity zones. The Public Safety Commission supports this action

Background

The City of South Pasadena (City) partnered with the County of Los Angeles' vegetation management program on January 1, 2011. The vegetation management program through the Agriculture Commissioner's office is an efficient and effective method to inspect and mitigate fire hazards associated with the annual growth of grass, brush and native vegetation. South Pasadena Fire Department staff work closely with the Agriculture Commissioner's office to respond to customer complaints regarding brush clearance and to identify high hazard areas in need of weed, brush, and/or rubbish removal.

Analysis

On March 17, 2021, the City Council approved a five-year contract with the County of Los Angeles Agriculture Commissioner's Office to provide brush clearance and vegetation management services within the City from July 1, 2021, to June 30, 2026. Through the vegetation management program, property owners of unimproved and designated properties are sent notices to maintain parcels in a fire safe condition. These notices were sent by the County of Los Angeles on or before February 2, 2026. If the property owner elects not to abate the brush and native vegetation fire hazards, the Agriculture Commissioner's staff facilitates removal and authorizes a special assessment to recover costs. The 2026 Los Angeles County Declaration list identified 89 unimproved properties in the City that require an inspection and or clearance of hazardous vegetation. Property owners who object to the proposed removal of hazardous vegetation and the recovery of costs can attend the Public Hearing on February 18, 2026, to request to have their properties removed from the Los Angeles County Declaration List. The Public Hearing will be held at the Amedee O. "Dick" Richards Jr. Council Chambers, 1424 Mission Street, South Pasadena, CA 91030, where their objections will be heard and given due consideration by the Agricultural Commissioner's Office.

Fiscal Impact

There is no fiscal impact related to this item, outside of staff time and duplication costs which will be covered by the department's current budget for FY 2025/2026. Property owners who elect not to abate vegetation hazards are assessed fees through the County of Los Angeles for the inspection, abatement, and administration of the vegetation management program.

Key Performance Indicators and Strategic Plan

This item addresses section 3(e) of the Adopted 2021-2026 Strategic Plan, which identifies controlling/mitigating hazardous vegetation in the City's high fire hazard severity zone.



Public Safety Commission Agenda Report

ITEM NO. 5

DATE: January 27, 2026

TO: Public Safety Commission

FROM: Todd Hileman, City Manager

SUBJECT: **DISCUSSION AND DIRECTION REGARDING THE MUNICIPAL CODE PROVISIONS RELATED TO CITY COMMISSIONS AND CONSIDERATION OF ORDINANCE NO. 2406 OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 2 (ADMINISTRATION) AND REVISING THE GENERAL PROVISIONS APPLICABLE TO ALL COMMISSIONS AND AMENDING CERTAIN SECTIONS OF THE VARIOUS ARTICLES FOR INDIVIDUAL COMMISSIONS AND AMENDING THE SOUTH PASADENA MUNICIPAL CODE**

Informational Report: Ordinance No. 2406 - Revising the General Provisions Applicable to All Commissions and Amending Certain Sections of the Various Articles for Individual Commissions and Amending the South Pasadena Municipal Code

Attachments:

A. Ordinance No. 2406



City Council Agenda Report

ITEM NO. 15

DATE: November 19, 2025

FROM: Todd Hileman, City Manager

PREPARED BY: Roxanne Diaz, City Attorney

SUBJECT: **DISCUSSION AND DIRECTION REGARDING THE MUNICIPAL CODE PROVISIONS RELATED TO CITY COMMISSIONS AND CONSIDERATION OF AN ORDINANCE NO. 2406 OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 2 (ADMINISTRATION) AND REVISING THE GENERAL PROVISIONS APPLICABLE TO ALL COMMISSIONS AND AMENDING CERTAIN SECTIONS OF THE VARIOUS ARTICLES FOR INDIVIDUAL COMMISSIONS AND AMENDING THE SOUTH PASADENA MUNICIPAL CODE**

Recommendation

It is recommended the City Council introduce and waive full reading of Ordinance No. 2406 amending various articles of Chapter 2 of the South Pasadena Municipal Code related to commissions and boards of the City.

Background

South Pasadena Municipal Code Chapter 2, Articles IV through IV.L (2.23 through 2.79-11) establish and govern City Boards and Commissions. These Articles provide the legal authority, membership, role, and operations for each commission and, in certain cases, establish standards and minimum requirements for serving on a commission or board.

At the January 15, 2025 City Council meeting, the City Attorney's office brought forward a discussion item for City Council direction related to (i) certain irregularities in the terms of appointment of members to various commissions; and (ii) other inconsistencies in Municipal Code related to maximum length of term, vacancies and other procedural matters related to commissions. These inconsistencies were discovered when providing support to Mayor Braun related to the annual appointment of members to the various commissions for open positions.

The City Attorney's office has drafted the proposed ordinance to address the inconsistencies and other procedural matters. In addition, proposed are additional revisions to establish the number of meetings for each commission and to reconfigure the numerical composition of several commissions to reduce the number of members from 7 members to 5 members. The details of the ordinance is discussed further below.

Analysis

City commissions are established by the South Pasadena Municipal Code to provide structured opportunities for community participation, subject-matter expertise, and advisory input on key policy areas. It is important to maintain consistency in the composition, duties,

and operations of these bodies to ensure that all boards and commissions function under a unified framework. By codifying a unified framework, commissions enhance public engagement, informed decision-making, and effective governance across a range of municipal functions.

Term of Office. The first area that was discussed by the City Council related to a commissioners maximum term of office. In researching this matter, it was discovered that there was a code change in 2019, which resulted in internal inconsistencies regarding the maximum term of office for commissioners. One section of the code provides that a commissioner is allowed to serve a full term (commencing January 1 and ending December 31) and two partial terms of varying lengths consecutively, as long as the total years of consecutive service on one commission does not exceed six years. However, another section of the code states that a commissioner may serve for not more than two consecutive full terms.

There is no alignment between these provisions that allow two full terms but yet also states that a commissioner can serve one full term and two partial terms not to exceed six years. Also, there is no provision in the code as to how to treat partial terms such as when an individual is appointed to fill a vacancy or when a full term of three years actually begins later than January 1st.

This resulted in appointments of commissioners for terms that extended beyond six years. If not revised, it could also result in the appointment of commissioners that have served more than six years on the same commission but can technically still be appointed because their six years of service was not consecutive. While the City Council strives to make appointments in December for the following January, this has not always been the case and there are full term appointments, which began in the middle of the year and no guidance as to how to treat a term of 2 years and 6 months with respect to the six-year cap.

The City Council's direction was to keep the maximum term of six years primarily because the City receives applications from many qualified individuals that desire to serve on the various commissions and in order to provide as opportunities for residents to serve.

Term of Office - Proposed Solution. A new Section 2.25A and revised Section 2.26 is proposed to address the term of office and the treatment of partial terms on the cap of six years on one commission as follows:

- A commissioner may now be appointed to a full term of three years or a lesser term of one or two years. An individual can also be appointed to what is now referred to as an unscheduled vacancy.
- An unscheduled vacancy occurs when a commissioner leaves office sometime during their term.
- In calculating the six-year cap, the six years will include any combination of an appointment to full term of three years or a lesser term of one or two years and an appointment of any length to fill an unscheduled vacancy.
- The six-year cap will now be calculated not as six consecutive years, but as six years in an eight-year period. This will help right-size some of the current appointments where a commissioner has been on the same commission for more than six years because of a break in service or because they were inadvertently appointed to a partial term which caused them to exceed the six year cap. This change will also help address those

appointments for unscheduled vacancies when the term may be just a few months. As we move forward and with the proposed changes, this will ensure that commissioners will not serve more than six years on one commission.

- Terms will continue to start on January 1 and end on December 31 for the three-year, two year or one year term. However, if a commissioner is appointed in April for a three-year term, the code will treat that commissioner's term to have started in January. Otherwise, it renders the start date of January meaningless.
- If an individual is appointed to serve because of an unscheduled vacancy (See, Section 2.26), the person will serve the remaining portion of the previous commissioner's term. This will mean that an individual will likely serve a term that is calculated in months and not years. With respect to the six-year cap, whatever the term is (two years and three months), the remaining portion of the term is calculated towards the six-year term limit. For example, an individual has served 2 years and 6 months and is reappointed for a full term of three years, will not be eligible for reappointment. Any new appointment of three, two or one year will cause that individual to exceed six years.
- There is now a waiting period of 12 months before a commissioner can be appointed to the same commission if they have reached their six-year cap. The 12 months is counted from the date the commissioner terminated their service on that commission.

Youth Commissioners. The general provisions of the code provide that the Mayor may appoint one nonvoting youth member to any board or commission of the City. This is in addition to the youth commissioner required to be appointed to the Community Services Commission. A youth member is between the ages of 14 and 18.

Irregularities were found with youth commissioner appointments in that they were being appointed to a full three year term to the Community Services Commission when the code provides that the term for a youth commissioner shall be for one school year, commencing on September 2 and ending on June 30 and youth commissioners are limited to two one-year terms. The code also provides that youth commissioners are nonvoting, however the practice has been to allow youth commissioners on the Community Services Commission to vote as well as serve as chair or vice-chair. The result of these appointments through no fault of the commissioner, has been to limit the intent of the code to provide for limited terms and have more youth members involved because of the shorter one-year or school-year terms, whether the appointment is to the Community Services Commission or other commissions of the City.

Youth Commissioners - Proposed Solution. Taking into consideration that the youth member is nonvoting, the proposed revision is to treat all youth commissioners the same and remove the designated youth commissioner position from the Community Services Commission. The Mayor and City Council can encourage more participation from the city's youth community and utilize the general provision allowing a resident between the ages of 14-18 to serve on a commission that may interest them. In addition, there may be students at South Pasadena High School that may not be residents but are active in their school community and the opportunity to serve on a City commission should also extend to those individuals as well.

- A revision was made to the application process to require that a parent or guardian provide consent in order for the individual to apply for a youth member position on a commission.
- A revision was made to Section 2.23 to make clear that youth members serve in an advisory capacity.

- Language was added to Section 2.24 to make clear that a youth member is a nonvoting member on all boards and commissions.
- Language was added to Section 2.24 to allow current students at South Pasadena High School (SPHS) to apply to be a youth commissioner even if they are not a resident of the City. The individual must be a student at SPHS at the time of their appointment and continuously during their term. Their membership would terminate if they cease being a current student at SPHS.
- A new Section 2.25B was added to address the term of office for a youth member. The term will now commence on January 1 and end on December 31 and will be for one calendar year. If there is an appointment to fill an unscheduled vacancy, that partial term will end on December 31 and will be considered a full one calendar year regardless of the date of appointment. A youth may be appointed for two one-year calendar terms so there is an opportunity for that person to fill a full one-year term.
- Since youth commissioners are students and may have other obligations during the summer months, the vacancy provisions in Section 2.27 was revised to provide that the absence of a youth commissioner on the Community Services Commission during the months of July and August shall not be considered an absence. Under Section 2.27, commissioners that are absent without excuse for three consecutive meetings or misses one-third or more of all regular meetings within any six-month period, vacates their seat.

Commission Meeting Schedules. Staff is a key participant in working with our commissions. Various departments oversee several commissions, which includes not only staffing the meetings, but also preparing the agendas, drafting staff reports, attending the meetings and working with various commissioners from time to time on certain tasks. There are occasions when a commission agenda may not have substantive matters for discussion, but a meeting is nevertheless held, for example, to provide updates that can be transmitted in a different form. Rather than requiring staff to hold a meeting, it is proposed that the meeting frequency for various commissions be revised. In addition, revisions are proposed to make the language regarding meeting frequency more consistent among all commissions. The ordinance proposes the following:

- A new or revised provision was added to each Article for every commission (except the Library Board of Trustees) to inform the reader of the frequency of commission meetings. This language of this section in the code has been standardized for every commission. As for the Library Board, they have a meeting frequency set by the California Education Code, which is monthly.
- The Finance Commission and Public Works Infrastructure Commission will continue to meeting monthly. The Planning Commission meets monthly even though the code provides that no regular meetings are held in November and December. Section 2.37 has been revised to establish monthly meetings for the Planning Commission.
- The meeting frequency for the Community Services and Public Safety Commissions has been revised to every other month (6 meetings a year). As with all commissions, special meetings can be called if needed. The Natural Resources and Environmental Commission already meets every other month.
- The Public Arts Commission will continue to meet once every quarter. and will continue to meeting monthly.

Commission Member Composition. Absences on commissions vary but it has been noticed that there are more absences or that a meeting already posted needs to be cancelled because there is not a quorum. For some of the commissions with 7 member bodies, this can be difficult because 4 members are required to have a quorum. Commissions of 5 members tend

to be more manageable and a quorum can be reached with only 3 members. The ordinance proposes the following revisions:

- A change from 7 members to 5 members on the Public Safety, Public Works Infrastructure and Natural Resources and Environmental Commissions. This year the Public Works Infrastructure Commission (PWIC) was created when the City Council disbanded the Mobility and Transportation Infrastructure Commission and the Public Works Commission. At the time, a 7 member body was created. There were several vacancies this year on PWIC, including one vacancy currently, and the proposal is to take reduce the size to 5. This year, PWIC has not always had all members present. With the new tree ordinance, the workload for the Natural Resources and Environmental Commission will likely be reduced so it is proposed that its composition also be reduced to 5 members. This change is also recommended for public safety as well.
- With respect to the Community Services Commission, it is proposed that the commission remain at 7 members, but that there not be a designated senior or youth commission seat. The concept of designated seats was made when the youth commission and senior commissions were disbanded many years ago. Since community services looks at all recreational services across all resident constituencies, there would be more flexibility in appointing residents interested in that commission.

Other Revisions or Deletions. In reviewing the general and specific provisions related to Commissions, there were several areas that warranted clarification and/or general clean-up, and those revisions are as follows:

- The current code provides that all commissioners must be citizens of the City and must maintain their status as a resident of the city. Section 2.24(a) was revised to state that all members of a board or commission shall be residents of the City when appointed and continuously during their term of office. Also, if they cease to be a resident of the city, their membership on the commission terminates automatically. The same revisions were made to the provisions for youth members.
- The language regarding quorums in Section 2.30 was simplified to remove the specific quorum counts for each separate commission. A quorum, regardless of the size of a commission, is a majority of the total membership.
- Section 2.38 related to the planning commission provides that the planning commission has authority to contract for services and assistance and can enter into contracts with planning consultants if first approved by the City Council. That section has been deleted. The planning commission is not a "legal entity" that can enter into contracts with third parties and only the City Council or the City Manager under his authority delegated to him by the City Council, can enter into contracts on behalf of the City.
- There is a school district representative on the Community Services Commission. A new Section 2.45B has been added to clarify that if a representative is appointed, the position is considered advisory and not part of the seven-member commission.
- Section 2.72 related to the Finance Commission provided for the initial composition of that commission. Since the Finance Commission has been fully functioning for several years, that section has been deleted.
- Section 2.27 regarding absences has been revised to eliminate the concept of an "excused absence." Instead, a commissioner may be absent for three consecutive meetings or up to 1/3 or more of all regular meetings within 12 months (not 6 months as in the current code). With the frequency of meetings being reduced for some commissions, this may help curb absences. Also, language has been added to address

the quorum issue that sometimes arises. If a meeting agenda has posted and the meeting is cancelled for lack of a quorum, the members not attending shall be considered absent for purposes of Section 2.27.

In addition to the revisions above, the ordinance contains two "uncodified provisions" to address how this ordinance will apply to those commissioners currently in office, in particular because of the six-year cap on serving on the same commission. In reviewing all the current commissioner terms, the ordinance provides that certain sections of the ordinance (those sections regarding eligibility for membership, term of office, filling vacancies) will apply to those commissioners in office as of January 1, 2025. Also if the compositions of several commissions are reduced from 7 to 5, an uncodified provision is included to allow current commissioners to serve their term notwithstanding the reduction in the body. The Mayor and City Council, however, could not make an appointment until there is vacancy and when filled, will not cause the membership to exceed 5 members.

In addition to the proposed ordinance, attached is a "legislative digest" which shows the above revisions in a redline format so that the City Council can review the language in the context of the current code.

Fiscal Impact

There is no fiscal impact if the City Council adopts the proposed ordinance.

Attachment:

[Attachment No. 1 - Proposed Ordinance](#)

ORDINANCE NO. 2406

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 2 (ADMINISTRATION) AND REVISING THE GENERAL PROVISIONS APPLICABLE TO ALL COMMISSIONS AND AMENDING CERTAIN SECTIONS OF THE VARIOUS ARTICLES FOR INDIVIDUAL COMMISSIONS AND AMENDING THE SOUTH PASADENA MUNICIPAL CODE

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

SECTION 1. Paragraph (b) of Section 2.23 (Composition, appointment and removal of members) of Article IV (Board and Commissions-General Provisions) of Chapter 2 (Administration) is hereby amended to read as follows:

“(b) Youth Member. The Mayor may appoint one nonvoting youth member to any board or commission of the city, at his or her discretion, in the same manner as prescribed in subsection (a) of this section. A youth member on any commission shall serve only in an advisory capacity.”

SECTION 2. Section 2.24 (Eligibility for membership) of Article IV (Board and Commissions-General Provisions) of Chapter 2 (Administration) is hereby amended in its entirety to read as follows:

“2.24 Eligibility for membership.

(a) All members of a board or commission shall be residents of the City of South Pasadena at the time of their appointment and continuously during their term of office. Membership shall terminate automatically if a member ceases to reside in the City. In addition, the member shall have a strong commitment and demonstrated ability to work in a collaborative manner with other board and commission members and city staff. Elected city officials and/or employees are not eligible for membership on any board or commission. No individual shall serve on more than one board or commission at the same time. Notwithstanding the aforementioned prohibition of serving on more than one board or commission at the same time, in the event that a committee or other body is merged with a board or commission or is redesignated as a board or commission, the city council may waive this prohibition for any incumbent members of said committee or body. Said waiver shall be in effect until expiration of the commissioner’s term on either commission, whichever commission term expires first.

(b) To be eligible for appointment to any board or commission as a nonvoting youth member, the individual shall be between the ages of 14 and 18 years old and shall be a resident of the City of South Pasadena at the time of their appointment and continuously during their term of office. Notwithstanding, if the individual is a student at

South Pasadena High School, the individual is not required to be a resident but must be a currently enrolled student at the time of their appointment and continuously during their term of office. Membership shall terminate automatically if a member ceases to reside in the City or be enrolled as a student at South Pasadena High School if the member is not a resident of the City. The youth member shall be nonvoting member on all boards and commissions. In order to be considered for appointment, the individual shall provide written documentation of parental or guardian consent. No youth member shall serve on more than one board or commission at the same time.”

SECTION 3. Section 2.25 (“Term of Office”) of Article IV (Board and Commissions-General Provisions) of Chapter 2 (Administration) is hereby repealed in its entirety.

SECTION 4. A new Section 2.25A entitled “Term of office” shall be added to Article IV (Board and Commissions-General Provisions) of Chapter 2 (Administration) to read as follows:

“2.25A Term of office.

(a) A member may be appointed for a full term of three years or a lesser term of one or two years, but in no event shall a member serve more than a total of six years in an eight year period on the same commission. In calculating the six year period, this shall include any combination of an appointment for a full term(s) of three years or a lesser term of one or two years and an appointment of any length to fill an unscheduled vacancy of a member on the same commission.

(b) Terms may be staggered if the mayor and city council find it is necessary to ensure that no more than three members of a board or commission will expire in the same year.

(c) Each term shall commence on January 1st and end on December 31st regardless of when the individual is initially appointed. For example, if an individual is initially appointed to a full term of three years in March, the term is still considered a three year term even though a member serves only 2 years and nine months.

(d) For the purpose of term limitation, any individual who has served six years in an eight year period (if applicable) on a board or commission shall be eligible for reappointment to the same board or commission 12 months from the date said individual terminated service on that commission. This section does not preclude the individual from being appointed to a different board or commission.

(e) A member’s term shall continue until he or she is replaced or reappointed, if eligible. The extension of that term shall count towards the member’s 6 year term limit described herein.

(f) Unless otherwise provided for in this Article, a member may resign from a board or commission by submitting their resignation in writing (email acceptable) to the City Clerk's office."

SECTION 5. A new Section 2.25B entitled "Term of office-Youth Member" shall be added to Article IV (Board and Commissions-General Provisions) of Chapter 2 (Administration) to read as follows:

"2.25B Term of office-Youth Member.

(a) The term of office for a youth member of any board or commission shall be for one calendar year, commencing on January 1st and ending on December 31st. Notwithstanding, an appointment of a youth member to a board or commission may be for a partial term, however, that partial term shall end on December 31st and shall be considered a full one calendar year term regardless of the date of appointment.

(b) Youth members are limited to two calendar year terms on any one board or commission.

(c) A youth member may resign from a board or commission by submitting their resignation in writing (email acceptable) to the City Clerk's office."

SECTION 6. Section 2.26 (Terms of members-Filing vacancies) of Article IV (Board and Commissions-General Provisions) of Chapter 2 (Administration) is hereby amended in its entirety to read as follows:

"2.26 Filling vacancies.

(a) If an unscheduled vacancy occurs on a commission, such vacancy shall be filled by the mayor by appointment, with the approval of the city council, for the remainder of that member's term.

(b) The remaining term assumed by an individual to fill any vacancy shall be included towards the member's 6 year term limit described in Section 2.25A."

SECTION 7. Section 2.26 (Absences) of Article IV (Board and Commissions-General Provisions) of Chapter 2 (Administration) is hereby amended in its entirety to read as follows:

"2.27 Absences.

A board member or commissioner's seat will be deemed vacant whenever such board member or commissioner misses three consecutive meetings or misses one-third

or more of all regular meetings within any twelve-month period. Attendance of less than fifty percent of any meeting will be counted as an absence. If a meeting agenda has been posted and the meeting cannot be held due to lack of a quorum, those members not attending shall be considered absent for purposes of this section.”

SECTION 8. Section 2.30 (Quorum) of Article IV (Board and Commissions-General Provisions) of Chapter 2 (Administration) is hereby amended in its entirety to read as follows:

“2.30 Quorum.

A majority of the total members of a board or commission shall constitute a quorum for the transaction of business.”

SECTION 9. Section 2.36 (Creation) of Article IVA (Planning Commission) of Chapter 2 (Administration) is hereby amended in its entirety to read as follows:

2.36 Creation.

There is hereby created a city planning commission for the city pursuant to the provisions of the Planning and Zoning Law set forth in Government Code Section 65000, et. seq. The commission shall consist of [7] members.

SECTION 10. Section 2.37 of Article IVA (Planning Commission) of Chapter 2 (Administration) is hereby amended in its entirety to read as follows:

“Section 2.37. Meetings.

The planning commission shall hold one regular meeting each month on a date and time established by resolution. Special meetings, as necessary, may be called as provided for in Government Code Section 54956, or its successor statute.”

SECTION 11. Section 2.38 (Authority to contract for services and assistance) of Article IVA (Planning Commission) of Chapter 2 (Administration) is hereby repealed in its entirety. A new Section 2.38 shall be added to read as follows:

“Section 2.38. Intentionally Omitted.”

SECTION 12. Section 2.40 of Article IVB (Public Safety Commission) of Chapter 2 (Administration) is hereby amended in its entirety to read as follows:

“2.40 Creation.

There is hereby created a public safety commission of the city. At least two of the members should have a background in public safety.”

SECTION 13. Section 2.42 (Meetings) of Article IVB (Public Safety Commission) of Chapter 2 (Administration) is hereby amended in its entirety to read as follows:

“2.42 Meetings.

The public safety commission shall hold regular meetings every other month on a date and time established by resolution. Special meetings, as necessary, may be called as provided for in Government Code Section 54956, or its successor statute.”

SECTION 14. Section 2.44 (“Creation”) of Article IVC (Community Services Commission) of Chapter 2 (Administration) is hereby renumbered to Section 2.44A and shall be amended in its entirety to read as follows:

“2.44A Creation.

There is hereby created a community services commission. The commission shall consist of seven members.”

SECTION 15. A new Section 2.44B (“Meetings”) shall be added to Article IVC (Community Services Commission) of Chapter 2 (Administration) to read as follows:

“2.44B Meetings.

The community services commission shall hold regular meetings every other month on a date and time established by resolution. Special meetings, as necessary, may be called as provided for in Government Code Section 54956, or its successor statute.”

SECTION 16. Section 2.45 (“Composition-School district representative) of Article IVC (Community Services Commission) of Chapter 2 (Administration) is hereby repealed in its entirety.

SECTION 17. A new Section 2.45 entitled “School district representative” shall be added to Article IVC (Community Services Commission) of Chapter 2 (Administration) to read as follows:

“2.45 School district representative.

The school district may appoint a nonvoting representative to advise the commission on issues related to city sponsored youth services and recreation activities. If appointed, the school district representative shall be considered as an advisory representative and not part of the seven member commission.”

SECTION 18. Section 2.47-5 (Meetings) of Article IVD (Public Works Infrastructure Commission) of Chapter 2 (Administration) is hereby repealed in its entirety.

SECTION 19. Section 2.47-1 of Article IVD (Public Works Infrastructure Commission) of Chapter 2 (Administration) is hereby amended in its entirety to read as follows:

“2.47-1 Creation.

There is hereby created a public works infrastructure commission.”

SECTION 20. Section 2.47-2 (Responsibilities) of Article IVD (Public Works Infrastructure Commission) of Chapter 2 (Administration) is hereby renumbered as Section 2.47-3.

SECTION 21. Section 2.47-3 (Limitations) of Article IVD (Public Works Infrastructure Commission) of Chapter 2 (Administration) is hereby renumbered as Section 2.47-4.

SECTION 22. Section 2.47-4 (Composition of Members) of Article IVD (Public Works Infrastructure Commission) of Chapter 2 (Administration) is hereby renumbered as Section 2.47-5.

SECTION 23. A new Section 2.47-2 entitled “Meetings” shall be added to Article IVD (Public Works Infrastructure Commission) of Chapter 2 (Administration) to read as follows:

“2-47-2 Meetings.

The public works infrastructure commission shall hold one regular meeting each month on a date and time established by resolution. Special meetings, as necessary, may be called as provided for in Government Code Section 54956, or its successor statute.”

SECTION 24. Section 2.56 (“Creation”) of Article IVG (Natural Resources and Environmental Commission) of Chapter 2 (Administration) is hereby renumbered to Section 2.56A.

SECTION 25. A new Section 2.56B entitled “Meetings” shall be added to Article IVG (Natural Resources and Environmental Commission) of Chapter 2 (Administration) to read as follows:

“2-56B Meetings.

The natural resources and environmental commission shall hold regular meetings every other month on a date and time established by resolution. Special meetings, as necessary, may be called as provided for in Government Code Section 54956, or its successor statute.”

SECTION 26. Section 2.60 (“Creation”) of Article IVH (Cultural Heritage Commission) of Chapter 2 (Administration) is hereby renumbered to Section 2.60A.

SECTION 27. A new Section 2.60B entitled “Meetings” shall be added to Article IVH (Cultural Heritage Commission) of Chapter 2 (Administration) to read as follows:

“2-60B Meetings.

The cultural heritage commission shall hold regular meetings every other month on a date and time established by resolution. Special meetings, as necessary, may be called as provided for in Government Code Section 54956, or its successor statute.”

SECTION 28. Section 2.70 (“Meetings”) of Article IVI (Finance Commission) of Chapter 2 (Administration) is hereby amended in its entirety to read as follows:

“2.70 Meetings.

The finance commission shall hold one regular meeting each month on a date and time established by resolution. Special meetings, as necessary, may be called as provided for in Government Code Section 54956, or its successor statute.

SECTION 29. Section 2.72 (“Composition of members) of Article IVI (Finance Commission) of Chapter 2 (Administration) is hereby repealed in its entirety.

SECTION 30. Section 2.79-7 of Article IVL (Public Art Commission) of Chapter 2 (Administration) is hereby amended in its entirety to read as follows:

“2.79-7 Creation.

There is hereby created a public art commission.”

SECTION 31. Section 2.79-11 (Meetings) of Article IVL (Public Arts Commission) of Chapter 2 (Administration) is hereby repealed in its entirety.

SECTION 32. Section 2.79-8 (Responsibilities) of Article IVL (Public Arts Commission) of Chapter 2 (Administration) is hereby renumbered as Section 2.79-9.

SECTION 33. Section 2.79-9 (Limitations) of Article IVL (Public Arts Commission) of Chapter 2 (Administration) is hereby renumbered as Section 2.79-10.

SECTION 34. Section 2.79-10 (Composition of members) of Article IVL (Public Arts Commission) of Chapter 2 (Administration) is hereby renumbered as Section 2.79-11.

SECTION 35. A new Section 2.79-8 entitled “Meetings” shall be added to Article IVL (Public Art Commission) of Chapter 2 (Administration) to read as follows:

“2.79-8 Meetings.

The public art commission shall hold one regular meeting each calendar quarter on a date and time established by resolution. Special meetings, as necessary, may be called as provided for in Government Code Section 54956, or its successor statute.”

SECTION 36. Uncodified Provision.

Sections 2.24, 2.25A, 2.25B and 2.26 of Article IV (Boards and Commissions-General Provisions) of Chapter 2 (Administration) shall apply to those members in office on any Board or Commission as of January 1, 2025.

SECTION 37. Uncodified Provision.

A member currently in office on any Commission which has had its membership reduced from 7 members to 5 members shall continue to serve until their term expires notwithstanding that Ordinance No. 2406 has reduced the composition of the member's commission from 7 to 5 members. An appointment pursuant to Section 2.23 may not be made to such commission until there is a vacancy and when filled, the composition of the commission will not exceed 5 members.

SECTION 38. Severability. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, or contravened by reason of any preemptive legislation, the remaining sections and/or provisions of this Ordinance shall remain valid. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, regardless of the fact that any one or more section(s) or provision(s) may be declared invalid or unconstitutional or contravened via legislation.

SECTION 39. Effective Date. The City Clerk shall certify to the passage of this Ordinance and shall cause the same to be published in the manner prescribed by law, and this Ordinance shall become effective 30 days following its adoption.

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

AYES:
NOES:
ABSENT:
ABSTAIN:

Janet Braun, Mayor

ATTEST:

APPROVED AS TO FORM:

Mark Perez, Acting Chief City Clerk

Roxanne Diaz, City Attorney