



**CITY OF SOUTH PASADENA  
CITY COUNCIL REGULAR MEETING AGENDA**

**Council Chamber  
1424 Mission Street, South Pasadena, CA 91030  
April 21, 2021, at 7:30 p.m.**

**South Pasadena City Council Statement of Civility**

*As your elected 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 tonight will be for the benefit of the South Pasadena community and not for personal gain.*

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the City Council for April 21, 2021 will be conducted remotely and held by video conference.

The Meeting will be broadcast live on the City's website:  
([http://www.spectrumstream.com/streaming/south\\_pasadena/live.cfm](http://www.spectrumstream.com/streaming/south_pasadena/live.cfm)).

Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Council Members will be participating remotely and will not be physically present in the Council Chambers.

**CALL TO ORDER:** Mayor Diana Mahmud

**ROLL CALL:** Councilmembers Jack Donovan; Jon Primuth; and Evelyn G. Zneimer; Mayor Pro Tem Michael Cacciotti; and Mayor Diana Mahmud

**PLEDGE OF ALLEGIANCE:** Mayor Mahmud

**CLOSED SESSION ANNOUNCEMENTS**

- 1. CLOSED SESSION ANNOUNCEMENTS:** A Closed Session Agenda has been posted separately.

**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 submit their comments for City Council consideration **by one of the following options:**

**Option 1:**

Dial (626) 322-2344 and leave a recording of your public comment. Please state your name; if you are providing public comment for open or closed session; and, the agenda item number. If no agenda item number is provided, your public comment will automatically be played under the general public comment portion of the open session meeting. The cutoff time for public comment to be submitted via phone recording is 4 p.m. the day of the Council meeting.

*(Note: For the purpose of best ensuring that all of the agenda items are considered at the Council Meeting, the Mayor may exercise the Chair's discretion, subject to the approval of the majority of the City Council, to limit playing of recorded public comment to no more than 30 minutes total on any given agenda item).*

**Option 2:**

Email your public comments to [ccpubliccomment@southpasadenaca.gov](mailto:ccpubliccomment@southpasadenaca.gov). Public Comments received in writing will not be read aloud at the meeting. Written public comments will be announced at the meeting and become 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. Please make sure to indicate: 1) your name, and 2) what agenda item you are submitting public comment on.

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

**2. Public Comment – General****PRESENTATION****3. DMV/Donate Life Month Proclamation****4. Armenian Genocide Remembrance Proclamation****COMMUNICATIONS****5. Councilmembers Communications**

Time allotted per Councilmember is three minutes. Additional time will be allotted at the end of the City Council meeting agenda, if necessary.

**6. City Manager Communications****7. Reordering of, Additions, or Deletions to the Agenda**

**OPPORTUNITY TO COMMENT ON CONSENT CALENDAR**

Items listed under the consent calendar are -considered by the City Manager to be routine in nature and will be enacted by one motion unless a public comment has been received or Councilmember requests otherwise, in which case the item will be removed for separate consideration. Any motion relating to an ordinance or a resolution shall also waive the reading of the ordinance or resolution and include its introduction or adoption as appropriate.

**CONSENT CALENDAR**

8. **Approval of General City Warrants in the Amount of \$177,705.67; General City Warrant Voids in the Amount of (\$82.13); Payroll in the Amount of \$551,317.30; Supplemental ACH Payments in the Amount of \$134,838.67; LAIF Wire Transfers in the Amount of \$1,500,000.00**

Recommendation

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

9. **Minutes of the Regular City Council Meeting on January 20, 2021**

Recommendation

It is recommended that the City Council approve the minutes of the regular January 20, 2021 City Council meeting.

10. **Minutes of the Special City Council Meeting on January 20, 2021**

Recommendation

It is recommended that the City Council approve the minutes of the special January 20, 2021 City Council meeting.

11. **Minutes of the Regular City Council Meeting on February 3, 2021**

Recommendation

It is recommended that the City Council approve the minutes of the regular February 3, 2021 City Council meeting.

12. **Minutes of the Regular City Council Meeting on February 17, 2021**

Recommendation

It is recommended that the City Council approve the minutes of the regular February 17, 2021 City Council meeting.

13. **Approval of an Agreement with Acorn Technology for Ongoing Managed Information Technology Services for \$269,700 Annually for a Three-Year Term with an Option to Extend**

Recommendation

It is recommended that the City Council approve an Agreement with Acorn Technology (Acorn) for its continued services and management of the City’s information technology (IT) infrastructure, for an annual contract amount of \$269,700 for three years until June 2024, with an option to extend for two additional years.

**14. Adoption of a Resolution Initiating the Proceedings and Ordering of the Preparation of the Engineer’s Report for Fiscal Year 2021-22 Lighting and Landscaping Maintenance District**

Recommendation

It is recommended that the City Council:

1. Adopt the attached resolution initiating the proceedings for the Fiscal Year (FY) 2021-22 Lighting and Landscaping Maintenance District (LLMD); and
2. Authorize the preparation of the Engineer’s Report for the annual levy and collection of assessments.

**15. Second Reading and Adoption of an Ordinance to Amend Chapter 36 (Zoning) of the South Pasadena Municipal Code Pertaining to Accessory Dwelling Unit (ADU) Regulations**

Recommendation

Staff recommends that the City Council read for the second time, by title only, waiving further reading, and adopt an Ordinance amending South Pasadena Municipal Code (SPMC) Section 36.350.200 (Residential Uses – Accessory Dwelling Units).

**16. Monthly Investment Reports for February 2021**

Recommendation

It is recommended that the City Council receive and file the monthly investment reports for February 2021.

**PUBLIC HEARING**

**17. First Reading and Introduction of an Ordinance to Amend South Pasadena Municipal Code (SPMC) Chapter 31 (Streets and Sidewalks) Pertaining to Signs in the Public Right of Way**

Recommendation

Staff recommends that the City Council adopt an Ordinance amending South Pasadena Municipal Code (SPMC) Chapter 31 (Streets and Sidewalks), Section 2-7 (Signs in the Public Right of Way).

/ / /

/ / /

**ACTION / DISCUSSION****18. Appointment of Christopher Jordan as City Manager and Approval of Employment Agreement**Recommendation

It is recommended that the City Council appoint Christopher Jordan as City Manager and approve an Employment Agreement for his services.

**19. Adoption of an Urgency Ordinance Establishing Requirements for “Hero Pay” and Associated Protections for Grocery Workers in the City**Recommendation

It is recommended that the City Council read by title only, waiving further reading, and adopt an urgency ordinance to establish requirements for “Hero Pay” and associated protections for grocery workers.

**20. Review and Provide Direction on the City of South Pasadena’s Caltrans Surplus Property Disposition Strategy**Recommendation

1. On behalf of the Ad Hoc Caltrans Housing Subcommittee and staff, it is recommended that the City Council review and provide direction on amendments to SB 381.
2. Provide direction concerning a non-legislative solution for how the City might simultaneously pursue these same objectives.

**21. Award Contract to CivicStone, LLC to Determine, Prepare, and Implement a Surplus Property Acquisition and Rehabilitation Strategy in an Amount Not-to-Exceed \$75,000**Recommendation

It is recommended that the City Council:

1. Review CivicStone, LLC ‘s March 29, 2021 proposal to determine, prepare, and implement a surplus property acquisition and rehabilitation strategy relating to Caltrans’ surplus residential properties located in South Pasadena; and
2. Appropriate \$75,000 from General Fund unassigned reserves to City Manager Professional Services Account 101-2010-2011-8170-000 for Step 1 Legislative phase of the scope described below.
3. Authorize the Interim City Manager to execute the attached agreement and any amendments with CivicStone, LLC in an amount not-to-exceed \$75,000 for the Step 1 Legislative phase to determine a surplus property acquisition and rehabilitation strategy.

**22. Request to Appropriate Undesignated General Fund Reserves in the amount of \$21,915 to Fund Two Full-time Positions, an Assistant Planner and an Accountant, for Fiscal Year 2021, and Include Funding in the Fiscal Year 2022 Budget for the Two Positions**

Recommendation

It is recommended that the City Council authorize \$21,915 of General Fund Undesignated Reserves to add an Assistant Planner and an Accountant position, effective immediately and authorize appropriations to the following accounts:

- Planning, Regular Salaries 101-7010-7011-7000-000 \$11,590; Retirement 101-7010-7011-7100-000 \$785; Health Insurance 101-7010-7011-7170-000 \$1,365; Workers Compensation 101-7010-7011-7110-000 \$170; Unemployment 101-7010-7011-7122-000 \$390.
- Finance, Regular Salaries 101-3010-3011-7000-000 \$5,660; Retirement 101-3010-3011-7100-000 \$400; Health Insurance 101-3010-3011-7130-000 \$1,365; Workers Compensation 101-3010-3011-7110-000 \$90; Unemployment 101-3010-3011-7122-000 \$100.

**23. Consideration of Appointment of City Council City Leased Recreational Facility Ad Hoc Committee**

Recommendation

It is recommended that the City Council consider establishing an ad hoc committee to work with staff to review existing terms of City leased recreational facility agreements to develop proposed new terms for negotiation and appoint two City Council members to serve on the ad hoc committee.

**24. Adoption of a Resolution Changing the Start Time of the Closed Session and Open Session Regular City Council Meetings**

Recommendation

It is recommended that the City Council adopt the proposed resolution changing the start time of regular City Council meetings from 7:30 p.m. to 6:30 p.m. for open session, and 6:30 p.m. to 5:30 p.m. for closed session.

**ADJOURNMENT**

**FUTURE CITY COUNCIL MEETINGS  
(OPEN SESSION)**

May 5, 2021	Regular City Council meeting	Council Chamber	7:30 p.m.
May 19, 2021	Regular City Council meeting	Council Chamber	7:30 p.m.
June 2, 2021	Regular City Council meeting	Council Chamber	7:30 p.m.

**PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS**

City Council meeting agenda packets and any agenda related documents are available online for public inspection on the City website: <https://www.southpasadenaca.gov/government/city-council-meetings/2021-council-meetings>. Additional documents, when presented to City Council, will also be uploaded and available on the City’s website.

Regular meetings are streamed live via the internet at:  
[http://www.spectrumstream.com/streaming/south\\_pasadena/live.cfm](http://www.spectrumstream.com/streaming/south_pasadena/live.cfm)

**AGENDA NOTIFICATION SUBSCRIPTION**

Individuals can be placed on an email notification list to receive forthcoming agendas by emailing [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov) or calling the City Clerk’s Division at (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](mailto: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).

*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 91030, and on the City’s website as required by law.*

04/15/2021

/s/

Date

\_\_\_\_\_  
Maria E. Ayala  
Chief City Clerk