



**CITY OF SOUTH PASADENA
CITY COUNCIL**

**A G E N D A
REGULAR MEETING
WEDNESDAY, DECEMBER 15, 2021 AT 7:00 P.M.**

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

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 AB 361 Government Code section 54953, subdivision (e)(3), the City Council may conduct its meetings remotely and may be held via video conference. Pursuant to such Executive Order, the City Council may participate remotely and not be physically present in the City Council Chambers. Until further notice and as such Executive Orders remain in effect, the City Council may also allow public participation to continue via live public comment conducted over ZOOM.

The South Pasadena City Council Meeting for **December 15, 2021** will be conducted in-person from the Council Chambers, Amedee O. "Dick" Richards, Jr., located at 1424 Mission Street, South Pasadena.

Please be advised that pursuant to government code, and to ensure the health and safety of the public, staff, and City Council, as the Council Chambers will be open to the public for the meeting and members of the public may attend and/or participate in the in-person meeting, all are kindly reminded to follow Los Angeles County Public Health and CDC regulations and guidelines that are in place and may be posted. The In-person Hybrid meeting will be conducted live in the City Council Chambers.

The Meeting will be available

- In Person Hybrid – City Council Chambers, 1424 Mission Street
- Live Broadcast via the website –
http://www.spectrumstream.com/streaming/south_pasadena/live.cfm
- Via Zoom – **Webinar ID: 825 9999 2830**

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link:
<https://us06web.zoom.us/j/82599992830> or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID and Passcode when prompted.

For additional Zoom assistance with telephone audio, you may find your local number at:

<https://zoom.us/u/aiXV0TAW2>

CALL TO ORDER:	Mayor	Diana Mahmud
ROLL CALL:	Mayor	Diana Mahmud
	Mayor Pro Tem	Michael Cacciotti
	Councilmember	Jack Donovan
	Councilmember	Jon Primuth
	Councilmember	Evelyn G. Zneimer
PLEDGE OF ALLEGIANCE:	Councilmember	Evelyn G. Zneimer

CLOSED SESSION ANNOUNCEMENTS

1. CLOSED SESSION ANNOUNCEMENTS

STATE OF THE CITY / PRESENTATIONS

2. MAYOR'S STATE OF THE CITY PRESENTATION

CITY COUNCIL REORGANIZATION

3. ELECTION OF MAYOR AND MAYOR PRO TEM FOR THE 2021-2022 TERM

RECESS - Brief reception.

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:
Participate in-person at the City Council Chambers.

Option 2:
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. *(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 public comment(s) to less than 3 minutes on any given agenda item).*

Option 3:
Email public comment(s) to ccpubliccomment@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 Council meeting.

NOTE: 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.

PUBLIC COMMENT**4. PUBLIC COMMENT – GENERAL****COMMUNICATIONS****5. COUNCILMEMBER COMMUNICATIONS**

Time allotted per Councilmember is 3 minutes. Additional time will be allotted at the end of the City Council meeting agenda, if necessary.

6. CITY MANAGER COMMUNICATIONS

Matt Chang, Planning Manager, Community Development Department.
Alma Medina, Senior Management Analyst, Management Services Department.
Belinda Valera, Human Resources and Risk Manager, Management Services Department.

7. 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 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.

8. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$224,761.97; GENERAL CITY WARRANTS IN THE AMOUNT OF \$414,641.22; SUPPLEMENTAL ACH PAYMENTS IN THE AMOUNT OF \$100,051.01; VOIDS IN THE AMOUNT OF (\$10,116.71); TRANSFERS IN THE AMOUNT OF \$28,921.73; PAYROLL IN THE AMOUNT OF \$614,366.10**Recommendation**

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

9. RECEIVE AND FILE REPORT TO EXTEND COMMISSION APPOINTMENTS UNTIL MARCH 31, 2022**Recommendation**

It is recommended that the City Council receive and file this report to extend Commission appointments until March 31, 2022 in order for the City Manager's Office to conduct a deep dive analysis on the City's current Commissions in February, 2022, for a final item to be brought back to City Council for Commission selections by March 31, 2022.

CONSENT CALENDAR - CONTINUED**10. ADOPTION OF A RESOLUTION AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE CITY****RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE CITY OF SOUTH PASADENA FOR THE PERIOD OF DECEMBER 16, 2021 THROUGH JANUARY 15, 2022, PURSUANT TO BROWN ACT PROVISIONS

Recommendation

It is recommended that the City Council approve the attached authorizing remote teleconference meetings of the legislative bodies of the City.

11. AUTHORIZE THE CITY MANAGER TO EXECUTE CONTRACT AMENDMENTS TO EXTEND THE CONTRACT TERMS FOR THE 2021-2029 HOUSING ELEMENT, GENERAL PLAN UPDATE/DOWNTOWN SPECIFIC PLAN, PROGRAM ENVIRONMENTAL IMPACT REPORT, AND INCLUSIONARY HOUSING IN-LIEU FEE STUDY**Recommendation**

It is recommended that the City Council authorize the City Manager to execute:

1. First Amendment to the PlaceWorks Professional Services Agreement (PSA) for the 2021-2029 Housing Element to extend the contract term to complete the existing scope of work;
2. Second Amendment to the PlaceWorks PSA for the General Plan Update/Downtown Specific Plan (GP/DTSP) to extend the contract term to complete the existing scope of work; and
3. Third Amendment to the Psomas PSA for the Program Environmental Impact Report (PEIR) to extend the contract term to complete the existing scope of work; and
4. First Amendment to the Economic and Planning Systems, Inc. (EPS) PSA for the Inclusionary Housing In-Lieu Fee Study to extend the contract term to complete the existing scope of work.

12. CONSIDERATION OF RESOLUTION APPROVING PARTICIPATION IN NATIONAL OPIOID SETTLEMENT AGREEMENT AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE RELATED PARTICIPATION AGREEMENT**Recommendation**

Staff recommends that the City Council consider adoption of Resolution (Attachment A), approving a Resolution authorizing participation in National Opioid Settlement and authorizing the City Manager to execute the related participation agreement.

CONSENT CALENDAR - CONTINUED

- 13. AWARD OF CONTRACT TO MICHAEL BAKER INTERNATIONAL FOR THE COMPLETION OF CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) FOR BERKSHIRE AND GREVELIA POCKET PARKS IN THE AMOUNT OF \$25,870 AND APPROPRIATE \$25,870 FROM THE PARK IMPACT FEE REVENUE ACCOUNT**

Recommendation

It is recommended that the City Council:

1. Award a Contract to Michael Baker International for the completion of CEQA compliance for Berkshire and Grevelia Pocket Parks in the amount of \$25,870 from the 275-6010-6410-8170-000 account; and
2. Appropriate funds from the Park Impact Fees Reserves.

- 14. ADOPTION OF RESOLUTION APPROVING A CLASSIFICATION AND SALARY RANGE FOR DEPUTY COMMUNITY SERVICES DIRECTOR & A RESOLUTION APPROVING A CLASSIFICATION AND SALARY RANGE FOR ENVIRONMENTAL SERVICES & SUSTAINABILITY MANAGER**

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA ESTABLISHING THE POSITION OF DEPUTY COMMUNITY SERVICES DIRECTOR, AND ADOPTING A NEW JOB DESCRIPTION AND SALARY RANGE

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA ESTABLISHING THE POSITION OF ENVIRONMENTAL SERVICES AND SUSTAINABILITY MANAGER, AND ADOPTING NEW JOB DESCRIPTION AND SALARY RANGE

Recommendation

It is recommended that the City Council consider the following actions:

1. Adopt a resolution approving the classification and salary range for a new Deputy Community Services Director.
2. Appropriate \$19,460 to Community Services/Salaries – Permanent account 101-7010-7011-7000-000 from General Fund Reserves to cover the difference in cost for the new Deputy Community Services Director.
3. Adopt a resolution approving the classification and salary range for a new Environmental Services and Sustainability Manager and authorize the City Manager to appoint this position.
4. Appropriate \$3,505 to Public Works/Environmental Services/Salaries – Permanent account 101-6010-6015-7000-000 and \$19,865 to 503-6010-6713-7000-000 Public Works/Water Efficiency/Salaries – Permanent account to cover the difference in cost for the new Environmental Services & Sustainability Manager.

CONSENT CALENDAR - CONTINUED**15. RENEW ANNUAL AGREEMENT WITH DIGITAL MAP PRODUCTS, LP FOR GOVCLARITY, MAP-BASED LOCATION INFORMATION LICENSE AND APPLICATION****Recommendation**

It is recommended that the City Council:

1. Approve the Agreement with Digital Map Products, LP in an amount not to exceed \$25,602 to renew the annual agreement for GovClarity for the term of October 1, 2020 through September 30, 2021.

16. CITY ELECTRIFICATION PROJECTS**Recommendation**

It is recommended that the City Council receive and file updates related to the City's electrification projects.

PUBLIC HEARING**17. ADOPTION OF AN URGENCY ORDINANCE MAKING CERTAIN FINDINGS UNDER GOVERNMENT CODE SECTION 36937 AND AMENDING CHAPTER 36 (ZONING) OF THE SOUTH PASADENA MUNICIPAL CODE PERTAINING TO ACCESSORY DWELLING UNITS INCLUDING SECTION 36.350.200.J (DESIGN STANDARDS FOR HISTORIC PROPERTIES) AND ADOPTION OF DESIGN GUIDELINES FOR ADU DEVELOPMENT ON HISTORIC PROPERTIES****ORDINANCE**

AN URGENCY ORDINANCE OF THE CITY COUNCIL OF SOUTH PASADENA MAKING CERTAIN FINDINGS UNDER GOVERNMENT CODE SECTION 36937 AND AMENDING CHAPTER 36 ("ZONING"), ARTICLE III ("SITE PLANNING AND GENERAL DEVELOPMENT STANDARDS"), SECTION 36.350.200 ("RESIDENTIAL USES—ACCESSORY DWELLING UNITS") OF THE CITY OF SOUTH PASADENA MUNICIPAL CODE

Recommendation

It is recommended that the City Council:

1. Adopt Urgency Ordinance No. 2360 pursuant to Government Code Section 36937, amending Chapter 36 (Zoning) of the South Pasadena Municipal Code (SPMC) pertaining to Accessory Dwelling Units (ADUs) including Section 36.350.200.J (Design Standards for Historic Properties); and
2. Adopt Design Guidelines for ADU Development on Historic Properties.

PUBLIC HEARING – CONTINUED**18. INTRODUCTION OF AN URGENCY ORDINANCE REGARDING REGULATION OF RESIDENTIAL HOUSING DEVELOPMENT AND URBAN LOT SPLITS (SB 9 PROPERTIES) BY ADDING ARTICLE 8 AND ARTICLE 9 TO CHAPTER 36 OF THE SOUTH PASADENA MUNICIPAL CODE****ORDINANCE**

AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA ADDING ARTICLE 8 AND 9 TO CHAPTER 36 OF THE SOUTH PASADENA MUNICIPAL CODE ESTABLISHING REGULATIONS FOR THE SUBDIVISION AND DEVELOPMENT OF QUALIFIED SB 9 PROPERTIES; DETERMINATION OF EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Recommendation

Staff recommends that the City Council:

1. Receive public comment; and
2. Adopt an Urgency Ordinance of the City Council of the City of South Pasadena establishing regulations for the subdivision and development of qualified Senate Bill 9 properties through the introduction of Article 8 and Article 9 of Chapter 36 of the South Pasadena Municipal Code and Declaring the Urgency Thereof. [Requires 4/5 Vote]

ACTION / DISCUSSION**19. PUBLIC WORKS ORGANIZATIONAL ASSESSMENT****Recommendation**

It is recommended that the City Council receive and file this Public Works Organizational Assessment.

20. APPROVAL OF 2021-2026 STRATEGIC PLAN**Recommendation**

It is recommended that the City Council approve the City's Strategic Plan for 2021-2026.

21. SLOW STREETS PROGRAM STATUS AND METRO OPEN STREETS CYCLE 3 FUNDING UPDATE**Recommendation**

It is recommended that the City Council

1. Receive and file a status update presentation on the City's Slow Streets Program; and
2. Reappropriate remaining funds consistent with Council direction.

INFORMATION REPORTS – NONE**ADJOURNMENT****FOR YOUR INFORMATION****FUTURE CITY COUNCIL MEETINGS**

January 12, 2022	Regular City Council Meeting Council Chamber	6:00 p.m.
January 19, 2022	Regular City Council Meeting Council Chamber	7:00 p.m.
February 2 , 2022	Regular City Council Meeting Council Chamber	7:00 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

City Council 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/city-council-meetings/2021-council-meetings>.

Regular meetings are live streamed via the internet at:

http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

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 **December 15, 2021**, 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.*

12/09/2021

Christina Muñoz

Date

Christina Muñoz, Deputy City Clerk