



**CITY OF SOUTH PASADENA  
CITY COUNCIL**

**A G E N D A  
REGULAR MEETING  
WEDNESDAY, OCTOBER 6, 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 Government Code section 54953, subdivision (e)(3), the City Council may conduct its meetings remotely and may be held via video conference. Pursuant to government code, 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 **October 6, 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](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>

<b>CALL TO ORDER:</b>	Mayor	Diana Mahmud
<b>ROLL CALL:</b>	Mayor	Diana Mahmud
	Mayor Pro Tem	Michael Cacciotti
	Councilmember	Jack Donovan
	Councilmember	Jon Primuth
	Councilmember	Evelyn G. Zneimer
<b>PLEDGE OF ALLEGIANCE:</b>	Mayor	Diana 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 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](mailto: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

- 2. PUBLIC COMMENT – GENERAL**

**PRESENTATIONS**

3. **INTRODUCTION OF STAFF**
4. **PROCLAMATION – CLEAN AIR DAY**
5. **PEACE OVER VIOLENCE – DOMESTIC VIOLENCE AWARENESS MONTH**

**COMMUNICATIONS**

6. **COUNCILMEMBERS COMMUNICATIONS**  
Time allotted per Councilmember is 3 minutes. Additional time will be allotted at the end of the City Council meeting agenda, if necessary.
7. **CITY MANAGER COMMUNICATIONS**
8. **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.

9. **PRESENTATION OF CITY COUNCIL MEETING MINUTES.**

**Recommendation**

It is recommended that the City Council approve the minutes as listed on the agenda and as presented.

10. **APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$480,589.62; GENERAL CITY WARRANTS IN THE AMOUNT OF \$684,222.22; SUPPLEMENTAL ACH PAYMENTS IN THE AMOUNT OF \$20,378.81; TRANSFERS OUT IN THE AMOUNT OF \$72,591.41; VOIDS IN THE AMOUNT OF (\$2,650.00); PAYROLL IN THE AMOUNT OF \$614,821.84.**

**Recommendation**

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

11. **POLICIES AND PROCEDURES UPDATE.**

**Recommendation**

It is recommended that the City Council approve the contract with Management Partners for the development of comprehensive Finance Department Policies and Procedures (“the Manual”).

**CONSENT CALENDAR - CONTINUED**

- 12. AUTHORIZE THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH MIG FOR CONTRACT PLANNING SERVICES.**

**Recommendation**

It is recommended that the City Council authorize the City Manager to execute a Professional Services Agreement (PSA) with MIG for contract planning services that includes one senior-level planner to assist with managing and processing planning applications.

- 13. REQUEST FOR APPROVAL OF A CO-SPONSORSHIP AND FEE WAIVER OF "HOMECOMING 2021" HOSTED BY SOUTH PASADENA HIGH SCHOOL ASSOCIATED STUDENT BODY.**

**Recommendation**

It is recommended that the City Council approve the South Pasadena High School Associated Student Body request for co-sponsorship of October 23, 2021, and waive associated fees.

- 14. RENAMING OF THE PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT TO THE COMMUNITY DEVELOPMENT DEPARTMENT AND ADOPTION OF RESOLUTION APPROVING A CLASSIFICATION AND SALARY RANGE FOR DEPUTY COMMUNITY DEVELOPMENT DIRECTOR AND CHANGING THE TITLE OF THE PLANNING AND COMMUNITY DEVELOPMENT DIRECTOR POSITION TO COMMUNITY DEVELOPMENT DIRECTOR.**

**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA CHANGING THE NAME OF THE PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT TO COMMUNITY DEVELOPMENT DEPARTMENT, CHANGING THE TITLE OF THE PLANNING AND COMMUNITY DEVELOPMENT DIRECTOR TO COMMUNITY DEVELOPMENT DIRECTOR AND ESTABLISHING THE POSITION OF DEPUTY COMMUNITY DEVELOPMENT DIRECTOR, AND ADOPTING NEW JOB DESCRIPTIONS AND SALARY RANGES

**Recommendation**

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

1. Rename the Planning and Community Development Department to Community Development Department; and
2. Adopt a resolution approving the classification and salary range for a new Deputy Community Development Director and change the title of the Planning and Community Development Director to Community Development Director.
3. Appropriate \$4,085 to Community Development/ Salaries – Permanent Account 101-7011-7000-000 to cover the difference in cost for the new Deputy Community Development Director.

**CONSENT CALENDAR - CONTINUED**

15. **ADOPTION OF A RESOLUTION CONTINUING THE PROCLAMATION OF A LOCAL EMERGENCY DUE TO THE OUTBREAK OF COVID-19, AUTHORIZING THE CITY MANAGER TO TAKE ALL NECESSARY ACTIONS AS THE DIRECTOR OF EMERGENCY SERVICES, AND 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, CONTINUING ITS PROCLAMATION OF A LOCAL EMERGENCY DUE TO THE OUTBREAK OF COVID-19, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY THE MARCH 4TH DECLARATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE CITY OF SOUTH PASADENA FOR THE PERIOD OF OCTOBER 6 THROUGH NOVEMBER 5, PURSUANT TO BROWN ACT PROVISIONS

**Recommendation**

It is recommended that the City Council approve the attached resolution continuing the proclamation of a local emergency due to the outbreak of COVID-19, authorizing the City Manager to take all necessary actions as the Director of Emergency Services, and authorizing remote teleconference meetings of the legislative bodies of the City.

16. **AUTHORIZE THE THIRD AMENDMENT WITH STANTEC CONSULTING SERVICES, INC. EXTENDING THE AGREEMENT FOR SERVICES FOR ENGINEERING SUPPORT SERVICES RELATED TO THE GRAVES RESERVOIR PROJECT.**

**Recommendation**

It is recommended that the City Council authorize the City Manager to execute the third contract amendment with Stantec Consulting Services, Inc. (Stantec) to extend the agreement for engineering support services related to the Graves Reservoir Project.

17. **APPROVAL OF A MILLS ACT CONTRACT FOR PROPERTY LOCATED AT 917 PALM AVENUE (ASSESSOR'S PARCEL NUMBER 5313-008-024) PROJECT NO. 2382-MIL.**

**Recommendation**

It is recommended that the City Council enter into a Mills Act contract with the property owners of 917 Palm Avenue, which is a contributor to the designated El Centro/Indiana/Palm Historic District.

**CONSENT CALENDAR - CONTINUED**

18. **APPROVAL OF A MILLS ACT CONTRACT FOR PROPERTY LOCATED AT 1016 ORANGE GROVE AVENUE (ASSESSOR'S PARCEL NUMBER 5315-019-037) PROJECT NO. 2383-MIL.**

**Recommendation**

It is recommended that the City Council enter into a Mills Act contract with the property owners of 1016 Orange Grove Avenue, which is Historic Landmark No. 57.

19. **APPROVAL OF A MILLS ACT CONTRACT FOR PROPERTY LOCATED AT 807 BANK STREET (ASSESSOR'S PARCEL NUMBER 5314-019-021) PROJECT NO. 2397-MIL.**

**Recommendation**

It is recommended that the City Council enter into a Mills Act contract with the property owners of 807 Bank Street, which is Historic Landmark No. 56.

**PUBLIC HEARING**

20. **APPROVAL OF A HISTORIC LANDMARK DESIGNATION FOR PROPERTY LOCATED 1601 MARENGO AVENUE (ASSESSOR'S PARCEL NUMBER 5320-007-001) PROJECT NO. 2414-LMN.**

**Recommendation**

It is recommended that the City Council conduct a public hearing and adopt a Resolution taking the following actions:

1. Find that the property at 1601 Marengo Avenue qualifies under criteria (1), (4), and (7) of the South Pasadena Municipal Code Section 2.63(b), for designation of a Historic Landmark; and
2. Designate the property at 1601 Marengo Avenue as a Historic Landmark (Historic Landmark No. 58) pursuant to South Pasadena Municipal Code Section 2.63(c)(9).

**ACTION / DISCUSSION**

21. **CALTRANS SURPLUS PROPERTIES DISPOSITION UPDATE; ESTABLISHING AD HOC FOR IMPLEMENTATION PHASE; AUTHORIZING ISSUANCE OF REQUEST FOR PROPOSALS FOR PROPERTY INSPECTION AND REPAIR ESTIMATES; AND AUTHORIZING EVALUATION OF FUNDING OPTIONS FOR ACQUISITION AND REHABILITATION OF PROPERTIES**

**Recommendation**

It is recommended that the City Council:

1. Consider establishing a City Council ad hoc Implementation Committee for the next phase of the California Department of Transportation (Caltrans) Surplus Properties Disposition; and

**ACTION / DISCUSSION - CONTINUED**

2. Authorize issuance of a Request for Proposals (RFP) for property inspection and repair estimate professionals for homes presently unoccupied homes, and homes being considered for acquisition when existing tenants choose not to purchase; and
3. Authorize evaluation of funding opportunities for acquisition and rehabilitation, and prepare a home and portfolio financial feasibility analysis to support the acquisition and rehabilitation of the Caltrans properties.

**INFORMATION REPORTS****22. RECEIVE AND FILE REPORT ON UNARMED TRAFFIC ENFORCEMENT OFFICERS.****Recommendation**

It is recommended that the City Council receive and file the report on Unarmed Traffic Enforcement Officers.

**ADJOURNMENT****FOR YOUR INFORMATION****FUTURE CITY COUNCIL MEETINGS  
(OPEN SESSION)**

October 8, 2021	Special City Council meeting	Council Chamber	2:00 p.m.
October 9, 2021	Special City Council meeting	Council Chamber	8:00 a.m.
October 20, 2021	Regular City Council meeting	Council Chamber	7:00 p.m.
November 03, 2021	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](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](mailto: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](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).

**CERTIFICATION OF POSTING**

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **October 6, 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.*

9/29/2021

*Christina Muñoz*

Date

Christina Muñoz, Interim Deputy City Clerk