



**CITY OF SOUTH PASADENA  
CITY COUNCIL**

**A G E N D A  
REGULAR MEETING  
WEDNESDAY, SEPTEMBER 1, 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 Governor Newsom's Executive Order N-29-20, 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 **September 1, 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 the Executive Order(s), 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**  
**Passcode: 0901**

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?pwd=ekRhNnNoTnlxOHV4RUplS2pUQlICZz09> 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 Primuth

## 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**

**COMMUNICATIONS****3. 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.

**4. CITY MANAGER COMMUNICATIONS****5. 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.

**6. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$127,997.53; GENERAL CITY WARRANTS IN THE AMOUNT OF \$189,736.36; SUPPLEMENTAL ACH PAYMENTS IN THE AMOUNT OF \$21,568.04; VOIDS IN THE AMOUNT OF (\$276.09); PAYROLL IN THE AMOUNT OF \$564,447.51.****Recommendation**

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

**7. MONTHLY INVESTMENT REPORTS FOR JULY 2021.****Recommendation**

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

**8. AUTHORIZING SERVICES WITH TIMECLOCK PLUS FOR SCHEDULING AND TIME & ATTENDANCE SOFTWARE, FOR THE IN-HOUSE PREPARATION OF PAYROLL BY THE CITY'S FINANCE DEPARTMENT.****Recommendation**

It is recommended that the City Council authorize software services with TimeClock Plus in the amount of \$40,000 and appropriate General Fund Reserves in the total amount of \$40,000, to Non-Departmental, Professional Services 101-3010-3041-8170-000.

**CONSENT CALENDAR - CONTINUED**

- 9. ADOPTION OF A RESOLUTION APPROVING THE ANNUAL AUDITOR'S REPORT AND AUTHORIZING THE COLLECTION OF THE LIBRARY SPECIAL TAX FOR FISCAL YEAR 2021 – 2022.**

**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPROVING THE ANNUAL AUDITOR'S REPORT AND SETTING THE RATE OF THE LIBRARY SPECIAL TAX TO FINANCE LIBRARY SERVICES FOR FISCAL YEAR 2021-22.

**Recommendation**

It is recommended that the City Council adopt a resolution to approve the Auditor's Report and authorize the collection of the Fiscal Year (FY) 2021-22 Library Special Tax by the County of Los Angeles.

- 10. ACCEPT PROJECT COMPLETION AND AUTHORIZATION TO FILE A NOTICE OF COMPLETION FOR THE MONTEREY ROAD PHASE III PROJECT AND AUTHORIZATION TO RELEASE RETENTION PAYMENT TO EC CONSTRUCTION IN THE AMOUNT OF \$73,830.**

**Recommendation**

It is recommended that the City Council:

1. Accept the Monterey Road Phase III project as complete;
2. Authorize the recordation of the Notice of Completion (NOC) with the Los Angeles County Registrar-Recorder County Clerk; and
3. Authorize release of retention payment to EC Construction (Contractor) in the amount of \$73,830.

- 11. APPROVAL TO RE-APPROPRIATE FUNDS FOR A NOT-TO-EXCEED AMOUNT OF \$12,830 TO FISCAL YEAR 2021-2022 FOR THE PAYMENT OF AN OUTSTANDING INVOICE TO KOA CORPORATION FOR THE PROFESSIONAL ENGINEERING DESIGN SERVICES FOR THE MODIFIED WORK SCOPE OF THE INTEGRATED CENTRAL ADVANCED TRAFFIC MANAGEMENT AND CONTROL SYSTEMS FOR FAIR OAKS AVENUE TRAFFIC SIGNAL IMPROVEMENT PROJECT.**

**Recommendation**

It is recommended that the City Council re-appropriate funds, and authorize a Purchase Order to be carried over from Fiscal Year (FY) 2020-21 to FY 2021-22 for a not-to-exceed amount of \$12,830 for the payment of an outstanding invoice to KOA Corporation for professional engineering design services for the modified work scope of the Integrated Central Advanced Traffic Management and Control Systems for Fair Oaks Avenue Traffic Signal Improvement Project.

**CONSENT CALENDAR - CONTINUED**

- 12. SECOND READING AND ADOPTION OF AN ORDINANCE, AMENDING CHAPTER 19A (NOISE REGULATION) AND CHAPTER 1 (GENERAL PROVISIONS) OF THE SOUTH PASADENA MUNICIPAL CODE TO PROHIBIT THE USE OF GAS-POWERED LEAF BLOWERS.**

**ORDINANCE**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING SECTIONS 19A.12.1 (“POWER YARD MAINTENANCE EQUIPMENT—DEFINITIONS”) AND 19A.12.4 (“LEAF BLOWERS—REGULATION OF USE”) AND 19A.12.5 (“POWER YARD MAINTENANCE EQUIPMENT – VIOLATION AND PENALTY”) OF CHAPTER 19A (“NOISE REGULATION”) AND 1.7A (“SAME–INFRACTIONS”) OF CHAPTER 1 (“GENERAL PROVISIONS”) OF THE SOUTH PASADENA MUNICIPAL CODE RELATING TO LEAF BLOWER

**Recommendation**

It is recommended that the City Council read by title only, conduct second reading, waiving further reading, and adopt an ordinance to amend Chapter 19A (Noise Regulation) and Chapter 1 (General Provisions) of the South Pasadena Municipal Code (SPMC) to prohibit the use of gas-powered leaf blowers within the City of South Pasadena.

- 13. APPROPRIATE \$11,000 FROM THE FACILITIES AND EQUIPMENT REPLACEMENT FUND TO BE USED FOR COVID-19-RELATED EVALUATIONS OF VENTILATION SYSTEMS IN CITY BUILDINGS.**

**Recommendation**

It is recommended that the City Council appropriate \$11,000 from the Facilities and Equipment Replacement Fund (105) to project account no. 105-9000-9301-9301-001 for the purpose of completing ventilation system evaluations at the Library, Senior Center, Orange Grove Recreation Center and War Memorial buildings.

- 14. ADOPTION OF RESOLUTION APPROVING A CLASSIFICATION AND SALARY RANGE FOR PLANNING MANAGER**

**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA APPROVING A CLASSIFICATION PLAN AND SALARY MATRIX BY CREATING THE PLANNING MANAGER

**Recommendation**

It is recommended that the City Council adopt a resolution approving the classification and salary range for Planning Manager.

**CONSENT CALENDAR - CONTINUED****15. APPROVAL OF THE THIRD AMENDMENT TO THE AGREEMENT FOR LEGAL SERVICES WITH COLANTUONO, HIGHSMITH & WHATLEY, PC****Recommendation**

It is recommended that the City Council approve the Third Amendment to the contract with Colantuono, Highsmith & Whatley, PC, (CHW) for legal services.

**PUBLIC HEARING****16. AUTHORIZE THE CITY MANAGER TO 1) EXECUTE AN AWARD OF CONTRACT TO ITERIS, INC., FOR A TRAFFIC STUDY OF MISSION STREET AND MERIDIAN AVENUE IN AN AMOUNT NOT-TO-EXCEED \$64,985; 2) EXECUTE AN AWARD OF CONTRACT TO ALTA PLANNING + DESIGN, INC., FOR SLOW STREET PROGRAM IN AN AMOUNT NOT-TO-EXCEED \$167,812; AND 3) APPROPRIATE \$232,797 OF THE \$420,000 REPURPOSED METRO CYCLE 3 OPEN STREETS GRANT FUNDS.****Recommendation**

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

1. Authorize the City Manager to Execute the agreement and any amendments with Iteris, Inc. for a not-to-exceed amount of \$64,985 for a traffic study of Mission Street and Meridian Avenue;
2. Authorize the City Manager to execute the agreement and any amendments with Alta Planning + Design, Inc., for a not-to-exceed amount of \$167,812 for a Slow Streets Program; and
3. Appropriate \$232,797 of the \$420,000 repurposed Los Angeles County Metropolitan Transportation Authority (Metro) Cycle 3 Open Streets Grant Funds to the Golden Street Grant Line Item 249-2010-2011-8170, Professional Services in Management Services for the two projects and,
4. Reject all other proposals.

**ACTION / DISCUSSION****17. FIRST READING AND INTRODUCTION OF A ZONING CODE AMENDMENT (0064-ZCA) AMENDING SECTION 36.230.030 (COMMERCIAL DISTRICT LAND USES AND PERMIT REQUIREMENTS) OF DIVISION 36.230 (COMMERCIAL ZONING DISTRICTS) OF ARTICLE 3 (SITE PLANNING AND GENERAL DEVELOPMENT STANDARDS) OF CHAPTER 36 (ZONING) OF THE SOUTH PASADENA MUNICIPAL CODE; SECTION 36.395.020 ("EXEMPT DEVELOPMENTS") OF DIVISION 36.390 ("PUBLIC ART PROGRAM") OF CHAPTER 36.395 ("PUBLIC ART DEVELOPMENT") OF ARTICLE III OF CHAPTER 36; AND SECTION 4.3 (CONDITIONAL USES) OF THE MISSION STREET SPECIFIC PLAN REGARDING PERMIT REQUIREMENTS.**

**ACTION / DISCUSSION - CONTINUED****ORDINANCE**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA AMENDING SECTION 36.230.030 ("COMMERCIAL DISTRICT LAND USES AND PERMIT REQUIREMENTS") OF DIVISION 36.230 ("COMMERCIAL ZONING DISTRICTS") OF ARTICLE 3 (SITE PLANNING AND GENERAL DEVELOPMENT STANDARDS) OF CHAPTER 36 ("ZONING") OF THE SOUTH PASADENA MUNICIPAL CODE; SECTION 36.395.020 ("EXEMPT DEVELOPMENTS") OF DIVISION 36.390 ("PUBLIC ART PROGRAM") OF CHAPTER 36.395 ("PUBLIC ART DEVELOPMENT") OF ARTICLE III OF CHAPTER 36; AND SECTION 4.3 ("CONDITIONAL USES") OF THE MISSION STREET SPECIFIC PLAN REGARDING PERMIT REQUIREMENTS

**Recommendation**

It is recommended that the City Council read by title only, conduct first reading, waiving further reading, and introduce an ordinance for a Zoning Code Amendment (0064-ZCA) amending:

1. Section 36.230.030 (Commercial District Land Uses and Permit Requirements) of Division 36.230 (Commercial Zoning Districts) of Article 3 (Site Planning and General Development Standards) of Chapter 36 (Zoning) of the South Pasadena Municipal Code (SPMC);
  2. Section 36.395.020 ("Exempt Developments") of Division 36.390 ("Public Art Program") of Chapter 36.395 ("Public Art Development") of Article III of Chapter 36; and
  3. Section 4.3 (Conditional Uses) of the Mission Street Specific Plan (MSSP) regarding permit requirements.
18. **ADOPTION OF A RESOLUTION FOR FY 2021-2022 TO SUBMIT TO THE CALIFORNIA TRANSPORTATION COMMISSION A LIST OF PROPOSED PROJECTS TO BE FUNDED BY SENATE BILL 1: ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017.**

**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, IDENTIFYING A LIST OF PROJECTS FOR FISCAL YEAR 2021-22 FUNDED BY SENATE BILL 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017.

**Recommendation**

It is recommended that the City Council:

1. Adopt a resolution for FY 2021-22 to submit to the California Transportation Commission (CTC) the SB 1 (Road Repair and Accountability Act of 2017) projects list for proposed street improvement projects to be funded through the State's Road Maintenance and Rehabilitation Account (RMRA); and
2. Authorize the City Manager and her designee (Public Works Director) to sign the application and all related program documents.

**ACTION / DISCUSSION - CONTINUED**

19. **APPROVAL OF AN AGREEMENT WITH THE SOUTH PASADENA CHAMBER OF COMMERCE (CHAMBER) FOR CONTINUED FUNDING FROM BUSINESS IMPROVEMENT TAX (BIT) REVENUES FOR BUSINESS IMPROVEMENT ACTIVITIES.**

**Recommendation**

It is recommended that the City Council authorize the City Manager to execute an agreement with the South Pasadena Chamber of Commerce (Chamber) for continued funding from Business Improvement Tax (BIT) revenues for business improvement activities.

20. **APPROVAL OF A REDISTRICTING PROCESS FOR POST 2020 CENSUS REDISTRICTING; APPROVAL OF PROFESSIONAL SERVICES AGREEMENTS WITH NATIONAL DEMOGRAPHICS CORPORATION (NDC) FOR A NOT-TO-EXCEED AMOUNT OF \$32,500 FOR DEMOGRAPHIC SERVICES AND TRIPEPI SMITH FOR A NOT-TO-EXCEED AMOUNT OF \$41,120 FOR COMMUNITY OUTREACH/ENGAGEMENT SERVICES.**

**Recommendation**

It is recommended that the City Council:

1. Select a redistricting process to meet statutory deadlines;
2. Authorize the City Manager to execute an agreement with National Demographics Corporation (NDC) in an amount not-to-exceed \$32,500 for demographic services; and
3. Authorize the City Manager to execute an agreement with Tripepi Smith in an amount not-to-exceed \$41,120 for community outreach/engagement services.

**INFORMATION REPORTS**

21. **RECEIVE AND FILE FREMONT AVENUE AND MONTEREY ROAD TRAFFIC INCIDENT UPDATE.**

**Recommendation**

It is recommended that the City Council receive and file the Fremont Avenue and Monterey Road Traffic Incident Update.

22. **UPDATE ON BUSINESS MARKETING PROGRAM**

**Recommendation**

It is recommended that the City Council receive and file the Business Marketing Program Update.

<b>INFORMATION REPORTS - CONTINUED</b>
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**23. RECEIVE AND FILE CALTRANS SURPLUS PROPERTIES DISPOSITION UPDATE.**

**Recommendation**

It is recommended that the City Council receive and file updates from both the Legislative and Non-Legislative California Department of Transportation (Caltrans) Surplus Properties Disposition Ad Hoc Committees.

<b>ADJOURNMENT</b>
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<b>FOR YOUR INFORMATION</b>
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**FUTURE CITY COUNCIL MEETINGS  
(OPEN SESSION)**

September 15, 2021	Regular City Council meeting Council Chamber	7:00 p.m.
October 06, 2021	Regular City Council meeting Council Chamber	7:00 p.m.
October 20, 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.

<b>ACCOMMODATIONS</b>
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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 **September 1, 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.*

08/26/2021

Date

/s/ *Christina Muñoz*

Christina Muñoz  
Interim Deputy City Clerk