



**CITY OF SOUTH PASADENA
MOBILITY AND TRANSPORTATION INFRASTRUCTURE COMMISSION
REGULAR MEETING AGENDA**

**Council Chamber
1424 Mission Street, South Pasadena, CA 91030
January 18, 2022, at 6:30 p.m.**

VIA ZOOM TELECONFERENCE

South Pasadena Mobility and Transportation Infrastructure Commission 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), meetings of the Mobility and Transportation Infrastructure Commission (MTIC) for January 18, 2022, will be conducted remotely and held by video conference. Members of the public have the option to participate via Zoom using the following link:

Mobility and Transportation Infrastructure Commission
Zoom Meeting Information
Meeting ID: 837 9970 6230
Passcode: 409313

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information accordingly; or
2. Click on the following unique Zoom meeting link:
<https://us02web.zoom.us/j/83799706230?pwd=aXMxRThobkxPVkxxa0FKdFlSm1OZz09> or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID and Passcode when prompted to do so.

For additional Zoom assistance with telephone audio, you may find your local number at:
<https://us02web.zoom.us/u/ky9n7bhtz>

PUBLIC COMMENT AND SUGGESTIONS (*Public Comments are limited to 3 minutes*)

The MTIC welcomes public input. If you would like to comment on this 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 the comment portion of the agenda to speak for up to 3 minutes; or

Option 2: Email public comment(s) to: mticpubliccomments@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) your name (optional), and 2) what agenda item you are submitting public comment on, and/or 3) Submit by no later than 12:00pm., on Tuesday, January 18, 2022.

- CALL TO ORDER:** Chair Abelson
- ROLL CALL:** Commissioners: Lawrence Abelson, Eric Dunlap, John Fisher, Kimberley Hughes, and Donson Liu
- CITY COUNCIL LIAISON:** Councilmember Jon Primuth
- STAFF PRESENT:** Ted Gerber, Public Works Director and Leonna DeWitt, Public Works Assistant
- PLEDGE OF ALLEGIANCE:** Commissioner Hughes

PUBLIC COMMENT AND SUGGESTIONS

1. Public Comment – General

ACTION ITEMS

2. Minutes of the Special Mobility and Transportation Infrastructure Commission on December 13, 2021.

DISCUSSION ITEMS

- 3. Annual Report 2021**
- 4. Strategic Plan Review and Development of 2022 Work Plan**
- 5. Selection of Officers**

COMMISSION LED DISCUSSION

6. SR 710 Mobility Improvement Projects Ad Hoc Committee
7. Ramona Avenue Neighborhood Traffic Management Ad Hoc Committee
8. COVID-19 Ad Hoc Committee
9. Preferential Parking Policy Ad Hoc Committee

COMMUNICATIONS

10. City Council Liaison Communications
11. Commissioner Communications
12. Staff Liaison Communications

ADJOURNMENT

FUTURE MOBILITY AND TRANSPORTATION INFRASTRUCTURE COMMISSION MEETINGS

February 15, 2022	Council Chamber	6:30 p.m.
March 15, 2022	Council Chamber	6:30 p.m.
April 19, 2022	Council Chamber	6:30 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

Commission Meeting agenda packets are available online at the City website: <https://www.southpasadenaca.gov/government/boards-commissions/mobility-and-transportation-infrastructure-commission>

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. 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.

1/13/2022

Date

/s/

Leonna DeWitt

Public Works Assistant

ITEM 2

Minutes of the Special Mobility and Transportation
Infrastructure Commission – December 13, 2021

MONDAY, DECEMBER 13, 2021
MINUTES OF THE CITY OF SOUTH PASADENA
MOBILITY AND TRANSPORTATION INFRASTRUCTURE COMMISSION
SPECIAL MEETING

CALL TO ORDER

Chair Abelson called the Special Meeting of the Mobility and Transportation Infrastructure Commission to order on December 13, 2021, at 6:34 p.m. The meeting was held in a hybrid manner, both in person and via Zoom.

ROLL CALL: Chair Abelson

Present: Chair Abelson, Vice Chair Fisher, Commissioner Hughes and Commissioner Liu.

Council Liaison: Councilmember Jon Primuth arrived later.

Absent: Commissioner Dunlap

Staff Present: Ted Gerber, Acting Public Works Director, Tatevik Barakazyan, Associate Civil Engineer, and Leaonna DeWitt, Public Works Assistant (“PA”)

PLEDGE OF ALLEGIANCE

Vice-Chair Fisher led the Pledge of Allegiance.

ACTION ITEMS

1. Minutes of the Regular Mobility and Transportation Infrastructure Commission on October 19, 2021.

Minutes approved as amended. Motion made by Commissioner Hughes and seconded by Commissioner Liu (4-0).

2. Slow Streets Discussion

APWD Gerber gave a brief overview of the project. He introduced Sam Zneimer of Alta Planning, who presented the Slow Streets Program along with Ashley Haire of Alta Planning, Philip Burns and Lance Lowry of The Arroyo Group and Wesley Reutimann of Active SGV.

Public Comments

Joanne Nuckols suggested extending the Slow Streets program on Oak Street three blocks west to Meridian Avenue. She also recommended that that the Mission Street parklets fit with the traditional character of the street and that K-rails should be avoided. Mark Gallatin suggested that the Mission Street parklets enhance and be compatible with the historic design of the district.

Commissioners had various questions and comments. Discussion ensued regarding the locations, types of equipment, design, and the cost of the parklets.

A motion was made by Vice Chair Fisher and seconded by Chair Abelson to recommend that staff proceed with the purchase of: (i) materials to implement the Slow Streets program on the following residential streets previously selected by the Commission: Oak Street, Grand Avenue and Hermosa Street; (ii) Vestre demonstration parklets to replace the current parklets that exist on Mission Street; and (iii) if there is any additional remaining grant funds, modular elements for the expansion of these parklets should the re-configuration of Mission Street to be approved. It was also discussed that the historic value and visual palette of Mission Street be preserved. (Fisher, Abelson; 4-0)

COMMISSION LED DISCUSSION

3. SR 710 Mobility Improvement Projects Ad Hoc Committee

APWD Gerber provided an update on this item. The Fair Oaks Avenue Fiber Optics Project has commenced, is on hold for the next couple of weeks for the holidays and will resume in January.

4. Ramona Avenue Neighborhood Traffic Management Ad Hoc Committee

No Update.

5. COVID-19 Ad Hoc Committee

No Update.

6. Preferential Parking Policy Ad Hoc Committee

APWD Gerber informed the Commission that this will be part of the Strategic Planning Session and a joint effort between Public Works and Community Development.

ADJOURNMENT: Meeting adjourned at 10:16 p.m.

I HEREBY CERTIFY that the foregoing minutes were adopted by the Mobility and Transportation Infrastructure Commission of the City of South Pasadena at a meeting held on January 18, 2021.

Larry Abelson, Chair

ITEM 3
Annual Report 2021

ANNUAL REPORT 2021

Mobility and Transportation Infrastructure Commission



A Message from the Commission Chair

A brief message from the Chairperson should be included. Could be 1-2 paragraphs in length.

Sincerely,

Name

Commission Name, Chair

PURPOSE STATEMENT

The Mobility and Transportation Infrastructure Commission (MTIC) is a five-member body to serve in an advisory capacity to the City Council on policies regarding:

- Mobility policy matters related to transportation and mobility, including traffic management plans, transit, multi-modal transportation, and active transportation, evolving transportation and mobility technologies, parking management, and regional transportation matters;
- Federal, state, regional, and local transportation funding and planning;
- Input on transportation and mobility policies such as the transportation-related Capital Improvement Project items, Neighborhood Traffic Management Plan, and Active Transportation Plan, etc.; and
- A forum for community input on mobility topics.

Mobility and Transportation Infrastructure Commission

Sam Zneimer	Commission Chair
Larry Abelson	Commission Vice-Chair
John Fisher	Commissioner
Michelle Hammond	Commissioner
Kimberley Hughes	Commissioner
Dr. Richard Schneider, Councilmember	City Council Liaison
Kristine Courdy, Deputy Public Works Director	Staff Liaison
Leaonna DeWitt, Public Works Assistant	

MTIC meetings are held every third Tuesday of the month at 6:30 p.m.

Accomplishment or Notable Event #1

Accomplishment or Notable Event #2

Accomplishment or Notable Event #3

ITEM 4

**Strategic Planning Review and Development of the
2022 Work Plan**



City Council Agenda Report

ITEM NO. 20

DATE: December 15, 2021
FROM: Arminé Chaparyan, City Manager *AC*
PREPARED BY: Lucy Demirjian, Management Services Director
SUBJECT: **Approval of 2021-2026 Strategic Plan**

Recommendation Action

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

Background

In June 2021, in light of significant social and economic changes, and with the hiring of a new City Manager, the City Council requested a comprehensive strategic planning and visioning process for the community. Patrick Ibarra, Co-founder and Partner of Mejorando Group, was selected to assist the City in the strategic planning process and facilitation. The process began with extensive outreach to stakeholders, including three virtual focus group discussions held on September 9 and September 22, with over 30 participants. In mid-September, a public survey was released to gather community input on strategic priorities. The online survey received 385 responses, equivalent to 19.3 hours of public comment.

The City Council held a two-day strategic planning session on October 8 and 9, 2021. The insight from stakeholders helped inform the Council's strategic planning workshop session to identify 5-year goals and objectives.

The City's Executive Team met to establish target delivery dates for the objectives which will be included in each department's workplan with defined milestones and benchmarks. The goals and objectives may be adjusted in order to balance additional needs of the city and available resources.

Discussion/Analysis

The Strategic Plan provides a comprehensive framework of priorities set by City Council. In addition to forming a renewed community vision, the strategic plan establishes priorities and clear goals to lead the organization in realizing the vision for the community through teamwork, creativity and fiscal responsibility.

During the strategic planning retreat held in October, the City Council developed a new vision statement:

“We are a culturally and economically diverse, and fiercely independent community that cherishes creativity, education and our small-town character, committed to building a more just and environmentally and financially sustainable future.”

The goal of the Strategic Plan is to ensure maximum alignment between City resources and activities, City Council’s policy direction, community interests, and customer service expectations. The Plan identifies strategies and initiatives to support the core goals for the next five years. The 2021-2026 Strategic Plan identifies the following goals which will guide the City in successfully advancing its priorities over the next five years:

- Develop and Implement Strong Fiscal Policies to Ensure a Resilient Financial Future.
- Create a Strong Economic Development Strategy to Strengthen Local Business.
- Develop a Comprehensive Emergency Preparedness Plan to Ensure Public Safety through Active Response and Recovery Efforts.
- Enhance Community Sustainability through Investment in Infrastructure and Environmental Management Programs.
- Plan for Affordable Housing to Comply with State Mandates and Respond to Community Needs.
- Enhance Customer Service through Innovation to More Effectively Respond to Community Priorities.

Next Steps

Strategic Planning sessions are typically held prior to the update of the City’s annual budget so that the City’s budget reflects priorities identified in the Strategic Plan.

The approved Strategic Plan, vision statement and goals will be shared with all City commissions and posted on the City’s website and social media platforms.

Staff will provide quarterly progress reports to the City Council. The City Council will have an opportunity to review and update the Strategic Plan annually to ensure maximum alignment between City resources and activities, policy direction, and community interests.

Legal Review

Not required for this item.

Fiscal Impact

While there is no fiscal impact with the approval of the Strategic Plan, each objective will require staff and funding resources above and beyond day-to-day operations. The goals and objectives will be reflected in the Annual Budget and incorporated in Department work plans. The City Council will have opportunity to review and approve additional funding allocations associated with the implementation of the Strategic objectives whenever required.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website.

Attachment: 2021-2026 Strategic Plan Matrix

ATTACHMENT 1

2021-2026 Strategic Plan Matrix

City of South Pasadena STRATEGIC PLAN 2021-2026



VISION STATEMENT

We are a culturally and economically diverse, and fiercely independent community that cherishes creativity, education and our small town character, committed to building a more just and environmentally and financially sustainable future.

2021-2026 STRATEGIC PLAN

1. Develop and Implement Strong Fiscal Policies to Ensure a Resilient Financial Future

Task	Action Item	Target Date	Department	Status
1a. Long Range Financial Plan	Complete Indirect Cost Allocation Plan to increase potential reimbursement for staff time on grants and special fund projects.	FY 22-23	Finance	
1b. Reduce CalPERS unfunded liability	Explore and recommend options to reduce CalPERS and OPEB liability.	FY 21-22	Finance	
1c. Financial policies	Develop comprehensive Finance Department Policies and Procedures manual.	FY 21-22	Finance	
1d. Business License Tax	Research and recommend update to business license tax, business classifications and tax rates.	FY 22-23	Finance	
1e. Library Parcel Tax	Library Parcel Tax Renewal	FY 22-23	Finance/Library	Election: November 8, 2022

2021-2026 STRATEGIC PLAN

2. Create a Strong Economic Development Strategy to Strengthen Local Business

Task	Action Item	Target Date	Department	Status
2a. Technology Upgrade	Recommend permit software & funding for building and planning to track permits online and streamline approval processes	FY 22-23	Community Development	
2b. Economic Development Program	Develop and Launch Economic Program <ul style="list-style-type: none"> • City Branding and Marketing Plan • New City website • New Econ Dev website • Ombudsman services • develop a Guide on 'How to Do Business in the City' 	FY 22-23	City Manager's Office	
2c. Economic Development Plan	Produce a permit application guide to help streamline application process.	FY 21-22	City Manager's Office/ Community Development	
2d. Redevelopment of Recreational Facilities	Evaluate redevelopment opportunities of recreational facilities in the Arroyo, including seeking restaurant operator at golf course.	FY 22-23	Community Services	Interviews for Restaurant consultant Dec 3, 21, Closed Session on I-tennis lease Dec 1
2e. Parking Policy	Create comprehensive parking policy for the City.	FY 23-24	Community Development	

2021-2026 STRATEGIC PLAN

3. Develop a Comprehensive Emergency Preparedness Plan to Ensure Public Safety through Active Response and Recovery Efforts

Task	Action Item	Target Date	Department	Status
3a. Seismic Regulations	Contract with consultant to complete inventory of soft story buildings in preparation for consideration of future regulations.	FY-22-23	Community Development	
3b. Crisis Comm. Systems	Promote crisis communication systems. City applied for and was granted licensing to conduct Wireless Emergency Alerting (WEA).	Ongoing	Fire/Police	Blackboard Connect was renewed with an updated platform. Nixel is maintained by PD dispatch.
3c. Local Emergency Partnerships	Prepare needs analysis & implementation schedule to address gaps in disaster coverage and seek appropriate contracts. Renew the city's Emergency Operations Plan (EOP) and Local Hazard Mitigation Plan (LHMP). Obtain Planet Bid for establishing contracts with vendors during a disaster.	FY-22-23	Fire/Police	EOP will be brought before stakeholders and City Council during first quarter of 2022. LHMP will be brought before City Council during fourth quarter of 2022.
3d. Emergency Preparedness	Initiate regular Emergency Operations Center (EOC) training for Department Directors and staff. Training will be provided during the renewals of the EOP and LHMP.	FY22-23	Fire/Police	
3e. Wildfire Mitigation	Work with SGVCOG and apply for grants on wildfire mitigation on city-owned vacant lots. Research alternative methods of controlling/mitigating hazardous vegetation in the City's high hazard brush area.	FY 22-23	Fire	Chief Riddle attended a webinar in early November 2021 hosted by SGVCOG and will be point of contact for future opportunities/discussions.

2021-2026 STRATEGIC PLAN

4. Enhance Community Sustainability through Investment in Infrastructure and Environmental Management Programs.				
Task	Action Item	Target Date	Department	
4a. Renewable Energy	Implement Climate Action Plan for environmental initiatives. <ul style="list-style-type: none"> Roll out electric leafblower program (FY22-23) 	FY 25-26	Public Works	
4b. Water Resources	Implement Integrated Water Resources Plan to address ongoing aging infrastructure challenges, operational and supply sources, financial strategies, and a drought proof City.	FY 21-22	Public Works	
4c. Pocket Parks	Award design contract and break ground on Berkshire & Grevelia pocket park project.	FY 21-22	Community Services	Construction documents underway (2/28/21)
4d. Transportation and Mobility Projects	Contract technical team in anticipation of TDM TSM alternative.	FY 22-23	Public Works	
4e. Capital Improvement Program	Bring forward a comprehensive Capital Improvement Plan (CIP).	FY 21-22	Public Works	
4f. Mobility Plan	Update mobility master plan, with consideration for bike lanes and walkability.	FY 22-23	Public Works	
4g. Facilities Assessment	Conduct assessment of city facilities to determine repair costs for municipal buildings and costs for enhanced security measures and space planning.	FY 22-23	Public Works/ Mgmt Services/ Community Development	
4h. Electrify fleet	Pursue electrification of city fleet.		Public Works/Fire/ Police/ Community Services	PD staff report for EV set for January Council Meeting CSD awaiting new electric van 6/1/21

2021-2026 STRATEGIC PLAN

5. Plan for Affordable Housing to Comply with State Mandates and Respond to Community Needs.

Task	Action Item	Target Date	Department	Status
5a. City Housing Division	Create a Housing Division in Community Development Department to focus on Housing related matters including funding opportunities, land use, partnership with stakeholder groups including other governments, federal and state laws, tenant protections/ relocation assistance measures.	FY 21-22	Community Development	
5b. SB 381/ sale of unoccupied Caltrans properties	Implementation of SB 381 <ul style="list-style-type: none"> • Commence policy discussions on the acquisition of unoccupied Caltrans surplus properties. • Identify HRE's to work with the City • Explore formation of Community Land Trust. 	FY 21-22	Community Development	Staff scheduled to take an update to Council at the Dec. 1st City Council meeting
5c. Affordable Housing policies	Produce information on Inclusionary Housing Ordinance and ADU Ordinance. Public education on new housing laws affecting cities.	FY 22-23	Community Development	
5d. Housing Support	Present Occupancy inspection program and policy for adoption.	FY 22-23	Community Development	
5f. Homeless Initiatives	<ul style="list-style-type: none"> • Continue working with the SGVCOG on region-wide solutions • Participate in MenatI Health/Crisis Intervention Program (CAHOOTS model) • Expand working relationship with community partners and Union Station 	FY 21-22	Police/ Community Development	RFP being drafted for April implementation

2021-2026 STRATEGIC PLAN

6. Enhance Customer Service through Innovation to More Effectively Respond to Community Priorities.

Task	Action Item	Target Date	Department	Status
6a. Traffic Management	Neighborhood Traffic management Policy Adoption and Implementation.	FY 22-23	Public Works	
6b. Accessibility/ Customer Service	Bring forward a recommendation for an automated customer care application.	FY 22-23	City Manager's Office (CMO)	
6c. Centralized Operations	Centralize grants management and contract management.	FY 21-22	Management Services	
6d. Update Policies	Develop comprehensive administrative policies manual – including ADA, FLMA, Harassment, etc. with the Internal Policy Committee. <ul style="list-style-type: none"> • Police Department assessment. • Update the Rules & Regs 	FY 21-22	Management Services	PD Assessment RFQ relased on December 1, 2021 RFP March 2022 City Council May 2022
6e. Improve technology	Create an IT Master Plan for introducing or updating technologies in all departments.	FY 21-22	Management Services	
6f. Public Engagement	Establish and implement a targeted Community Outreach Program.	FY 21-22	CMO	
6g. Governance	Review all Boards and Commissions.	FY 21-22	CMO/ Mgmt. Services	
6h. Governance	Undertake process for Redistricting.	FY 21-22	Management Services	
6i. City Workforce	Pursue a healthy Workplace Culture including efforts to raise employee morale <ul style="list-style-type: none"> • Establish Employee Committee to assist with morale boositing initatives and events 	Ongoing	CMO/ Mgmt. Services	

2021-2026 STRATEGIC PLAN

	<ul style="list-style-type: none"> • Create new Training an Mentoring Program <ul style="list-style-type: none"> • Create new branding for HR and City through Onboarding Process. 			
6f. Modernize Division	Human Resources Division enhancments.		Management Services	