



**CITY OF SOUTH PASADENA  
PUBLIC SAFETY COMMISSION REGULAR MEETING AGENDA**

**CITY COUNCIL CHAMBERS  
1424 MISSION STREET, SOUTH PASADENA, CA 91030  
VIA HYBRID / IN-PERSON**

**Monday, December 12, 2022 at 8:30 a.m.**

**South Pasadena Public Safety Commission Statement of Civility**

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

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

The South Pasadena Public Safety Commission Meeting will be conducted in-person from the Council Chambers, Amedee O. "Dick" Richards, Jr., located at 1424 Mission Street, South Pasadena. Pursuant to AB 361 Government Code section 54953, subdivision (e)(3), the Advisory Body may conduct its meetings remotely and may be held via video conference.

The Public Safety Commission Meeting for **December 12, 2022** will be conducted hybrid via zoom teleconference and in-person.

Please be advised that pursuant to government code, and to ensure the health and safety of the public, staff, and Commissioners, the Council Chambers will be open to the public for the meeting and members of the public may attend and/or participate by the following means:

The Meeting will be available:

- Via Zoom – **Meeting ID: 841 9322 6718**
- Zoom Link – <https://us06web.zoom.us/j/84193226718>

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 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/84193226718>
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID

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

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

**CALL TO ORDER**

**ROLL CALL**

Commissioners Walter Cervantes, Bethesda Gee, Jeremy Ding, Amin Alsarraf, Vice Chair Lisa Watson, Chair Ed Donnelly

**COUNCIL LIAISON:**

Councilmember Jon Primuth

## **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:

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.

Option 2:

Email public comment(s) to [pscpubliccomment@southpasadenaca.gov](mailto:pscpubliccomment@southpasadenaca.gov).

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Agenda item you are submitting public comment on.
- 2) Submit by no later than 6:00pm December 11, 2022.

*NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Commission 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.*

### **1. Public Comment**

## **ACTION/DISCUSSION**

2. **Minutes of the Public Safety Commission Special Meeting of October 17, 2022**  
Consideration of the minutes of the Public Safety Commission Special Meeting of October 17, 2022.
3. **Development of the Public Safety Commission 2023 Work Plan**  
Development and discussion of the Public Safety Commission 2023 Work Plan.

## **INFORMATION REPORTS**

No items.

## **COMMUNICATIONS**

4. **City Council Liaison Communications**
5. **Staff Liaison Communications**
8. **Commissioner Communications**

## **ADJOURNMENT**

**PUBLIC ACCESS TO AGENDA DOCUMENTS**

The complete agenda packet may be viewed on the City's website, [www.southpasadenaca.gov](http://www.southpasadenaca.gov).

Meeting recordings will be available for public viewing after the meeting. Recordings will be uploaded to the City's YouTube Channel no later than the next business day after the meeting. The City's YouTube Channel may be accessed at: [https://www.youtube.com/channel/UCnR169ohzi1A1ewD\\_6sfwDA/featured](https://www.youtube.com/channel/UCnR169ohzi1A1ewD_6sfwDA/featured)

**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 via e-mail at [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov) or by calling (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, and the City's website at [www.southpasadenaca.gov](http://www.southpasadenaca.gov) on **December 7, 2022** as required by law.*

December 7, 2022

Date



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Brian Solinsky, Chief of Police



# Public Safety Commission Agenda Report

ITEM NO. 3

**DATE:** December 12, 2022

**TO:** Public Safety Commission

**FROM:** Brian Solinsky, Chief of Police  
Paul Riddle, Fire Chief

**SUBJECT:** **Development of the Public Safety Commission 2023 Work Plan**

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Staff will provide an informational introduction to the City's Strategic Plan in order to develop the Public Safety Commission's 2023 Work Plan.

Attachments:

- A. City of South Pasadena Strategic Plan 2021-2026

**ATTACHMENT A**  
City of South Pasadena Strategic Plan 2021-2026

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



# 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 21-22<br>FY 22-23 | Community Development                           |                                                                                        |
| 2b. Economic Development Program             | Develop and Launch Economic Program <ul style="list-style-type: none"> <li>• City Branding and Marketing Plan</li> <li>• New City website</li> <li>• New Econ Dev website</li> <li>• Ombudsman services</li> <li>• develop a Guide on 'How to Do Business in the City'</li> </ul> | 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/<br>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 22-23             | 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. Nixle 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.                     |
| 3f. Homeless Initiatives         | <ul style="list-style-type: none"> <li>Participate in Mental Health/Crisis Intervention Program (CAHOOTS model)</li> <li>Expand working relationship with community partners and Union Station</li> </ul>                                                                                    | FY 21-22    | Police/ Community Development | RFP being drafted for April implementation                                                                                                                     |

# 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                     | <b>Implement Climate Action Plan for environmental initiatives.</b> <ul style="list-style-type: none"> <li>Roll out electric leafblower program (FY22-23)</li> </ul>                 | FY 21-22 through FY 25-26 | Public Works                                         |                                                                     |
| 4b. Water Resources                      | <b>Implement Integrated Water Resources Plan to address ongoing aging infrastructure challenges, operational and supply sources, financial strategies, and a drought proof City.</b> | FY 21-22 through FY 25-26 | Public Works                                         |                                                                     |
| 4c. Pocket Parks                         | <b>Award design contract and break ground on Berkshire &amp; Grevelia pocket park project.</b>                                                                                       | FY 21-22                  | Community Services                                   | <b>Construction documents underway (2/28/21)</b>                    |
| 4d. Transportation and Mobility Projects | <b>Contract technical team in anticipation of TDM TSM alternative.</b>                                                                                                               | FY 22-23                  | Public Works                                         |                                                                     |
| 4e. Capital Improvement Program          | <b>Bring forward a comprehensive Capital Improvement Plan (CIP).</b>                                                                                                                 | FY 21-22                  | Public Works                                         |                                                                     |
| 4f. Mobility Master Plan                 | <b>Update mobility master plan, with consideration for bike lanes, mobility, walkability, and neighborhood traffic management.</b>                                                   | FY 22-23                  | Public Works                                         |                                                                     |
| 4g. Traffic Management                   | <b>Neighborhood Traffic management Policy Adoption and Implementation.</b>                                                                                                           | FY 22-23                  | Public Works                                         |                                                                     |
| 4h. Facilities Assessment                | <b>Conduct assessment of city facilities to determine repair costs for municipal buildings and costs for enhanced security measures and space planning.</b>                          | FY 22-23                  | Public Works/<br>Mgmt Svcs/<br>Community Development |                                                                     |
| 4i. Electrify fleet                      | <b>Pursue electrification of city fleet.</b>                                                                                                                                         | FY 21-22 through FY 25-26 | Public Works/Fire/<br>Police/Community Svcs          | <b>PD: 1/19/21 Council Meeting<br/>CSD: new electric van 6/1/21</b> |

## 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 | <p>Implementation of SB 381</p> <ul style="list-style-type: none"> <li>Commence policy discussions on the acquisition of unoccupied Caltrans surplus properties.</li> <li>Identify HRE's to work with the City</li> <li>Explore formation of Community Land Trust.</li> </ul>             | 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 21-22<br>FY 2-23 | Community Development         |                                                                                   |
| 5d. Housing Support                                | Present Occupancy inspection program and policy for adoption.                                                                                                                                                                                                                             | FY 22-23            | Community Development         |                                                                                   |
| 5e. Homeless Initiatives                           | <ul style="list-style-type: none"> <li>Continue working with the SGVCOG on region-wide solutions</li> </ul>                                                                                                                                                                               | 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. Accessibility/<br>Customer Service | Bring forward a recommendation for an automated customer care application.                                                                                                                                                                                                                                                                           | FY 22-23    | City Manager's Office (CMO) |                                                                                                                                       |
| 6b. Centralized Operations             | Centralize grants management and contract management.                                                                                                                                                                                                                                                                                                | FY 21-22    | Management Services         |                                                                                                                                       |
| 6c. Update Policies                    | Develop comprehensive administrative policies manual – including ADA, FMLA, Harassment, etc. with the Internal Policy Committee. <ul style="list-style-type: none"> <li>• Police Department assessment.</li> <li>• Update the Rules &amp; Regs</li> </ul>                                                                                            | FY 21-22    | Management Services         | PD Assessment: RFQ released on December 2021: RFP scheduled to be released in March 2022; City Council to approve contact in May 2022 |
| 6d. Improve technology                 | Create an IT Master Plan for introducing or updating technologies in all departments.                                                                                                                                                                                                                                                                | FY 21-22    | Management Services         |                                                                                                                                       |
| 6e. Public Engagement                  | Establish and implement a targeted Community Outreach Program.                                                                                                                                                                                                                                                                                       | FY 21-22    | CMO                         |                                                                                                                                       |
| 6f. Governance                         | Review all Boards and Commissions.                                                                                                                                                                                                                                                                                                                   | FY 21-22    | CMO/ Mgmt. Services         |                                                                                                                                       |
| 6g. Governance                         | Undertake process for Redistricting.                                                                                                                                                                                                                                                                                                                 | FY 21-22    | Management Services         |                                                                                                                                       |
| 6h. City Workforce                     | Pursue a healthy Workplace Culture including efforts to raise employee morale <ul style="list-style-type: none"> <li>• Establish Employee Committee to assist with morale boosting initiatives and events</li> <li>• Create new Training and Mentoring Program</li> <li>• Create new branding for HR and City through Onboarding Process.</li> </ul> | Ongoing     | CMO/ Mgmt. Services         |                                                                                                                                       |
| 6i. Modernize Division                 | Human Resources Division enhancements.                                                                                                                                                                                                                                                                                                               | Ongoing     | Management Services         |                                                                                                                                       |