



**CITY OF SOUTH PASADENA  
CITY COUNCIL REGULAR MEETING AGENDA**

**Council Chamber  
1424 Mission Street, South Pasadena, CA 91030  
March 17, 2021, at 7:30 p.m.**

**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 Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the City Council for March 17, 2021 will be conducted remotely and held by video conference.

The Meeting will be broadcast live on the City's website:  
([http://www.spectrumstream.com/streaming/south\\_pasadena/live.cfm](http://www.spectrumstream.com/streaming/south_pasadena/live.cfm)).

Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Council Members will be participating remotely and will not be physically present in the Council Chambers.

**CALL TO ORDER:** Mayor Diana Mahmud

**ROLL CALL:** Councilmembers Jack Donovan; Jon Primuth; and Evelyn G. Zneimer; Mayor Pro Tem Michael Cacciotti; and Mayor Diana Mahmud

**PLEDGE OF ALLEGIANCE:** Councilmember Donovan

**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 submit their comments for City Council consideration **by one of the following options:**

**Option 1:**

Dial (626) 322-2344 and leave a recording of your public comment. Please state your name; if you are providing public comment for open or closed session; and, the agenda item number. If no agenda item number is provided, your public comment will automatically be played under the general public comment portion of the open session meeting. The cutoff time for public comment to be submitted via phone recording is 4 p.m. the day of the Council meeting.

*(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 playing of recorded public comment to no more than 30 minutes total on any given agenda item).*

**Option 2:**

Email your public comments to [ccpubliccomment@southpasadenaca.gov](mailto:ccpubliccomment@southpasadenaca.gov). Public Comments received in writing will not be read aloud at the meeting. Written public comments will be announced at the meeting and become 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. Please make sure to indicate: 1) your name, and 2) what agenda item you are submitting public comment on.

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.

**2. Public Comment – General**

**ACTION / DISCUSSION**

**3. Approve Sponsorship of Legislation (SB 381) Amending the Means by Which Caltrans-owned Properties Along the Former SR 710 Route are Disposed**

Recommendation

On behalf of the Ad Hoc Caltrans Housing Subcommittee and staff, it is recommended that the City Council approve sponsorship of SB 381.

**PRESENTATION**

**4. Friends of the Library Proclamation**

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**5. 2020 Commission Annual Reports & 2021 Commission Work Plans**

Recommendation

It is recommended that the City Council receive and file the 2020 Commission Annual Reports and the 2021 Commission Work Plans for the following bodies:

1. Cultural Heritage Commission
2. Design Review Board
3. Mobility and Transportation Infrastructure Commission
4. Natural Resources and Environmental Commission
5. Planning Commission
6. Public Art Commission
7. Public Works Commission

**COMMUNICATIONS**

**6. Councilmembers Communications**

Time allotted per Councilmember is three 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**

**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.

**CONSENT CALENDAR**

**9. Approval of Prepaid Warrants in the amount of \$135,197.58; General City Warrants in the Amount of \$564,281.90; General City Warrant Voids in the Amount of (\$1,631.97); Payroll in the Amount of \$659,942.75; Transfers in the Amount of \$44,000.00**

Recommendation

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

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**10. Planning Backfill Resources – Interim Associate Planner**Recommendation

It is recommended that the City Council appropriate \$38,562 from undesignated general fund reserves to the following accounts: Part-time salaries 101-7010-7011-7010-000 \$35,310; Retirement 101-7010-7011-7100-000 \$2,740; Medicare 101-7010-7011-7170-000 \$512 for temporary staffing services to provide backfill temporary planning services for up to six months during the temporary leave of absence of the Associate Planner.

**11. Renewal of Weed Abatement Service Agreement with the County of Los Angeles Department of Agricultural Commissioner/Weights and Measures to Allow the County to Inspect, Remove and Abate Weeds, Brush and Native Vegetation Declared to be an Existing or Potential Fire Hazard on Unimproved Lots and Land within the City**Recommendation

It is recommended that the City Council approve the renewal of a five-year General Service Agreement (GSA) with the County of Los Angeles Department of Agricultural Commissioner/Weights and Measures (County) to continue the process of weed and brush removal on privately owned unimproved properties within the City of South Pasadena (City).

**12. Award Contract to CivicStone, LLC to Determine, Prepare, and Implement a Surplus Property Acquisition and Rehabilitation Strategy in an Amount Not-to-Exceed \$180,000**Recommendation

It is recommended that the City Council:

1. Accept a proposal dated February 22, 2021, from CivicStone, LLC for the Engineering Design to determine, prepare, and implement a surplus property acquisition and rehabilitation strategy; and
2. Appropriate \$180,000 from Slater Fund Reserve Account 101-0000-0000-3100-000 to City Manager Professional Services Account 101-2010-2011-8170-000
3. Authorize the Interim City Manager to execute the agreement and any amendments with CivicStone, LLC in an amount not-to-exceed \$180,000.

**13. Amend Award of Contract to Phoenix Motorcars, LLC, in the amount of \$169,999 for the Purchase of a 2019 E450 Plug-in Vehicle for the Dial-A-Ride Program**Recommendation

It is recommended that the City Council:

1. Amend the contract amount to Phoenix Motorcars, LLC from \$163,101 to the amount of \$169,999 to complete the purchase of a 2019 E450 Plug-in Vehicle for the Dial-A-Ride Program; and
2. Approve authorization of supplemental funds in the amount of \$6,898 from Proposition A fund account 205-0000-0000-5504.

**14. Authorization to Spend \$50,900 from the Arroyo Seco Golf Course Capital Fund for Tree Pruning and Weed Abatement Along the Trail and Driving Range**Recommendation

It is recommended that the City Council:

1. Approve the spending of \$39,500 for West Coast Arborists, Inc. for tree pruning and clearance along the trail and driving range; and
2. Approve the spending of \$11,400 for LandCare for weed abatement along the trail and driving range; and
3. Appropriate \$50,900 from the Arroyo Seco Golf Course Capital Fund.

**15. Acceptance of Project Completion and Authorization to File a Notice of Completion for the Alpha Avenue and Camino Del Sol Street Improvement Project and Authorization to Release Retention Payment to Gentry Brothers, Inc. in the amount of \$76,723.44**Recommendation

It is recommended that the City Council:

1. Accept the Alpha Avenue and Camino Del Sol Street Improvement Project (Project) as complete; and
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 Gentry Brothers, Inc. (Contractor), in the amount of \$76,723.44

**16. Adoption of Resolutions Determining and Establishing an Appropriations Limit for Fiscal Year 2019-20 and Fiscal Year 2020-21 in Accordance with Article XIII B of the California Constitution**Recommendation

It is recommended that the City Council:

1. Adopt a resolution revising the City of South Pasadena's (City) FY 2019-20 Appropriations Limit; and
2. Adopt a resolution setting the City of South Pasadena's (City) FY 2020-21 Appropriation Limit.

**17. Monthly Investment Reports for January 2021**Recommendation

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

**18. Discretionary Fund Request from Mayor Mahmud in the Amount of \$200 for a Podium and Plaque for the Senior Center in Honor of Liliana Torres**Recommendation

It is recommended that the City Council approve the Discretionary Fund request by Mayor Mahmud, seconded by Councilmember Primuth, to allocate \$200 for the purchase of a podium

and plaque for the Senior Center recognizing Liliana Torres, who recently retired after 33 years of employment with South Pasadena.

**19. Adoption of a Resolution of the City Council of the City of South Pasadena Denouncing Hate Crimes and Rhetoric Against Asian Americans and Pacific Islanders, and Reaffirming Our Commitment to Ensure API Americans Feel Safe and Welcome**

Recommendation

It is recommended that the City Council adopt a resolution entitled “A Resolution of the City Council of the City of South Pasadena Denouncing Hate Crimes and Rhetoric Against Asian Americans and Pacific Islanders and Reaffirming Our Commitment to Ensure API Americans Feel Safe and Welcome.”

**20. Approval of an Agreement with nexusplex and the South Pasadena Chamber of Commerce for Citywide Local Business Marketing Program for a Not-to-Exceed Amount of \$50,000 and Approval of Appropriation of Funding**

Recommendation

It is recommended that the City Council:

1. Approve an agreement with nexusplex and the South Pasadena Chamber of Commerce for a citywide local business marketing program to assist in local economic recovery efforts; and
2. Appropriate \$50,000 from General Fund unassigned reserves to account 101-2010-2011-8170-000 (City Manager Professional Services) for the purpose of funding marketing efforts as described in the agreement.

<b>PUBLIC HEARING</b>
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**21. First Reading and Introduction of an Ordinance to Amend Zoning Code Amendment to South Pasadena Municipal Code (SPMC) Chapter 36 (Zoning) Pertaining to Accessory Dwelling Units (ADUs)**

Recommendation

Staff recommends that the City Council read by title only for first reading, waiving further reading, and introduce an Ordinance amending South Pasadena Municipal Code (SPMC) Section 36.350.200 (Residential Uses – Accessory Dwelling Units).

**22. Adoption of Fiscal Year 2020-2021**

Recommendation

It is recommended that the City Council:

1. Review the proposed budget as presented, receive public comments, and provide direction to staff regarding the budget for Fiscal Year 2020-2021.
2. Review designated General Fund Reserves and provide direction to staff.

3. Approve the attached resolution, adopting the Fiscal Year 2020-2021 Annual Budget.

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

April 7, 2021	Regular City Council meeting	Council Chamber	7:30 p.m.
April 21, 2021	Regular City Council meeting	Council Chamber	7:30 p.m.
May 5, 2021	Regular City Council meeting	Council Chamber	7:30 p.m.

**PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS**

City Council meeting agenda packets and any agenda related documents are available online for public inspection on the City website: <https://www.southpasadenaca.gov/government/city-council-meetings/2021-council-meetings>. Additional documents, when presented to City Council, will also be uploaded and available on the City's website.

Regular meetings are streamed live 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**

Individuals can be placed on an email notification list to receive forthcoming agendas by emailing [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov) or calling the City Clerk's Division at (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).

*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.*

03/11/2021

/s/

Date

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Maria E. Ayala

Chief City Clerk