



**CITY OF SOUTH PASADENA  
CITY COUNCIL**

**A G E N D A  
REGULAR MEETING  
WEDNESDAY, JANUARY 19, 2022 AT 7:00 P.M.**

**CITY COUNCIL CHAMBERS  
1424 MISSION STREET, SOUTH PASADENA, CA 91030  
VIA ZOOM TELECONFERENCE**

**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 AB 361 Government Code section 54953, subdivision (e)(3), 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 **January 19, 2022** will be conducted virtually 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 not 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

- 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 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/aiXVOTAW2>

**CALL TO ORDER:** Mayor Michael Cacciotti

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

**PLEDGE OF ALLEGIANCE:** Mayor Pro Tem Jon Primuth

## CLOSED SESSION ANNOUNCEMENTS

### 1. CLOSED SESSION ANNOUNCEMENTS

#### 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. *(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 2:

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 COMMUNITY DEVELOPMENT STAFF**
4. **MERCHANT MINUTE**

**COMMUNICATIONS**

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

8. **APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$354,382.66; GENERAL CITY WARRANTS IN THE AMOUNT OF \$232,621.24; SUPPLEMENTAL ACH PAYMENTS IN THE AMOUNT OF \$181,952.21; VOIDS IN THE AMOUNT OF (\$116.71); TRANSFERS IN THE AMOUNT OF \$5,086,782.07; PAYROLL IN THE AMOUNT OF \$789,960.39**  
**Recommendation**  
It is recommended that the City Council approve the Warrants as presented.
9. **AUTHORIZE THE CITY MANAGER TO EXECUTE THE FIRST CONTRACT AMENDMENT WITH HDL SOFTWARE, LLC**  
**Recommendation**  
It is recommended that the City Council authorize the City Manager to execute the first contract amendment with HdL Software, LLC to extend agreement through October 31, 2023.
10. **ADOPTION OF A RESOLUTION AUTHORIZING SIGNATORIES ON CITY BANKING ACCOUNTS AND RELATED BANKING DOCUMENTS**  
**Recommendation**
  1. A resolution superseding Resolution No.7698, Authorizing Signatures on City Bank Accounts; and
  2. A resolution superseding Resolution No.7699, Authorizing Signatures on the City's Local Agency Investment Fund (LAIF) Account

**11. MONTHLY INVESTMENT REPORT FOR NOVEMBER 2021****Recommendation**

It is recommended that the City Council receive and file the Monthly Investment Report for November 2021.

**12. AWARD OF PROFESSIONAL SERVICES AGREEMENT WITH PRO FORMA ADVISORS, LLC FOR RESTAURANT CONSULTANT SERVICES****Recommendation**

It is recommended that the City Council

1. Appropriate \$19,770 from the Arroyo Seco Golf Course reserve account to account No. 295-8040-8043-8020-000;
2. Award a contract to Pro Forma Advisor, LLC for restaurant consultant services to assist in the business proforma, authoring of a request for proposals (RFP), RFP process, interviews, and evaluation process in acquiring a new operator for the Arroyo Seco Golf Course restaurant in the amount of \$19,770; and
3. Authorize the City Manager to execute a professional services agreement with Pro Forma Advisors.

**PUBLIC HEARING****ITEM 13 WILL BE HEARD AT 7:30 PM PER ELECTIONS CODE 21607.1.(D)**

(d) If a public hearing is consolidated with a regular or special meeting of the council that includes other substantive agenda items, the public hearing shall begin at a fixed time regardless of its order on the agenda, except that the council may first conclude any item being discussed or acted upon, including any associated public comment, when that time occurs. The time of the public hearing shall be noticed to the public.

**13. PUBLIC HEARING TO RECEIVE PUBLIC INPUT REGARDING COMMUNITIES OF INTEREST RELATED TO REDISTRICTING FOR SOUTH PASADENA CITY COUNCIL DISTRICTS****Recommendation**

1. Receive a report on the redistricting process and permissible criteria to be considered to redraw district boundaries; and
2. Conduct a public hearing to receive public input regarding communities of interest.

**14. FIRST READING AND INTRODUCTION OF AN ORDINANCE AMENDING CHAPTER 36 (ZONING) OF THE SOUTH PASADENA MUNICIPAL CODE PERTAINING TO ACCESSORY DWELLING UNITS (ADU) INCLUDING SECTION 36.350.200.J (DESIGN STANDARDS FOR HISTORIC PROPERTIES) AND ADOPTION OF DESIGN GUIDELINES FOR ADU DEVELOPMENT ON HISTORIC PROPERTIES****ORDINANCE**

AN ORDINANCE OF THE CITY OF SOUTH PASADENA AMENDING CHAPTER 36 ("ZONING"), ARTICLE III ("SITE PLANNING AND GENERAL DEVELOPMENT STANDARDS"), SECTION 36.350.200 ("RESIDENTIAL USES—ACCESSORY DWELLING UNITS") OF THE CITY OF SOUTH PASADENA MUNICIPAL CODE

**Recommendation**

1. Read by title only for first reading, waiving further reading, and introduce an ordinance to amend Chapter 36 (Zoning)of the South Pasadena Municipal Code (SPMC) pertaining to Accessory Dwelling Units (ADUs) including Section 36.350.200.J (Design Standards for Historic Properties); and
2. Adopt Design Guidelines for ADU Development on Historic Properties.

**ADJOURNMENT**

**FOR YOUR INFORMATION**

**FUTURE CITY COUNCIL MEETINGS**

February 2, 2022	Regular City Council Meeting	Council Chamber	7:00 p.m.
February 16, 2022	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 **January 19, 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.*

<u>01/13/2022</u>	<u>/S/</u>
Date	Tameka J. Cook, Chief City Clerk