



City Council Agenda Report

ITEM NO. 19

DATE: December 20, 2023

FROM: Arminé Chaparyan, City Manager *Ac*

PREPARED BY: Domenica Megerdichian, Deputy City Manager
Cathy Billings, Library Director

SUBJECT: **Consider Creation of a Library/Community Center
Comprehensive Site Plan Ad Hoc Committee**

Recommendation

It is recommended that the City Council consider creation of an Ad Hoc Committee (Committee) to assist with developing a Comprehensive Site Plan (Site Plan) for the current Library/Senior Center complex, that will address the need for a new, modern library facility and consider the need to provide other community services at the site.

Executive Summary

During the Fiscal Year 2022-2023 Budget process, City Council identified the Library as a major project and priority after a Strategic Planning effort and presentation before the City Council and Library Board of Trustees. The City Council has budgeted an initial \$150,000 for the first phase of planning for the future redevelopment of the Library/Senior Center site, as part of the Fiscal Year 2023-2024 Budget. Staff recommends the consideration of a Library/Community Center Comprehensive Site Plan Ad Hoc Committee to work alongside staff on this effort, and is seeking direction and guidance on the composition of the Committee. The Committee would remain in place until the design project is completed.

Background

The City anticipates that the Site Plan will form the foundation of a future facility to meet the community's learning, engagement, gathering, quality of life, resource, and other needs, as we plan for a new community center that incorporates all the offerings of a 21st century Library facility. City staff is currently soliciting proposals from qualified consultants to assist in the initial phase of the development of a Comprehensive Site Plan (Plan).

Analysis

Staff, in conducting initial research and planning for this major project, suggests the scope of the work of the comprehensive site plan, have an expanded scope to incorporate a comprehensive consideration of all the City facilities at the site, including

Library, Senior Center and Community Room. The entire site is centrally located in the City, incorporating a block that is inclusive of the Library, Senior Center, Community Center and Park facilities.



South Pasadena Library, Community Center, Senior Center & Park Facilities

The proposed consideration of an Ad Hoc Committee is recommended to incorporate elected and appointed officials, representation from the Friends of the South Pasadena Public Library, Inc., as well as community members.

The Committee will engage with staff and work together on the initial planning stages for a new Library facility that meets community needs and also considers the benefits of intergenerational programming and the City's need to provide services for seniors and youth at the site.

Together, this Ad Hoc Committee will select the consultant to assist with this initiative, spend time visiting new libraries across the region for ideas and inspiration, welcome and gather community input for a visioning process, and work collectively on the first phase of this major project.

The visioning for the site will address forthcoming changes in the community, demographics, technological and telecommunications developments, needs and requests from the community, emerging service expectations, and other transformations and improvements, while also maintaining and improving continuing relevant traditional services.

Suggested composition of the Ad Hoc Committee is as follows for Council consideration:

- City Council – two members
- Library Board of Trustees – two members
- Community Services Commission – two members, representative of recreation and senior perspectives
- Friends of the South Pasadena Public Library – one member
- Senior Citizens Foundation of South Pasadena – one member
- At-large Community Members/ Users of the Facilities

Staff is also requesting that the City Council provide Staff with any specific requests regarding the selection of the members who will comprise this Committee.

Alternatives

City Council may wish to consider and provide direction on an alternative make up of a Comprehensive Site Plan Ad Hoc Committee.

Key Performance Indicators/Commission Review

This item relates to the Strategic Plan priority of conducting an assessment of City facilities to determine repair costs for municipal buildings and costs for enhanced security measures and space planning, and a Library Comprehensive Site Plan.

Fiscal Impact

There is no fiscal impact related to this report; any future Site Plan programs or projects may have a fiscal impact, and staff will look for funding opportunities and leveraging of resources, as well as funding requests to City Council. The City Council has already budgeted \$150,000 in the FY 2023-24 Annual Budget toward the first phase of the of the Site Planning process. Staff will return to the City Council with a recommendation or update related to the award of contract for consulting services related to this initiative.

**THIS PAGE
INTENTIONALLY
LEFT BLANK**



CITY OF SOUTH PASADENA
CITY COUNCIL

AGENDA

REGULAR MEETING
WEDNESDAY, DECEMBER 20, 2023, AT 7:00 P.M.

AMEDEE O. "DICK" RICHARDS JR. 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

The South Pasadena City Council Meeting will be conducted in-person from the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, CA 91030.

Public participation may be made as follows:

- In Person – Council Chambers, 1424 Mission Street, South Pasadena, CA 91030.
- Live Broadcast via the City website – http://www.spectrumstream.com/streaming/south_pasadena/live.cfm
- Via Zoom – **Webinar ID: 825 9999 2830**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to ccpubliccomment@southpasadenaca.gov.
- Via Phone – +1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

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. By calling: +1-669-900-6833 and entering the Zoom Meeting ID listed above; and viewing the meeting via http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

CALL TO ORDER:	Mayor	Jon Primuth
ROLL CALL:	Mayor	Jon Primuth
	Mayor Pro Tem	Evelyn G. Zneimer
	Councilmember	Jack Donovan
	Councilmember	Michael A. Cacciotti
	Councilmember	Janet Braun
PLEDGE OF ALLEGIANCE:	Councilmember	Michael A. Cacciotti

PUBLIC COMMENT GUIDELINES

The City Council welcomes public input. Members of the public may comment on a non-agenda subject under the jurisdiction of the City Council or on an agenda item. Members of the public will have three minutes to address the City Council, however, the Mayor and City Council may adjust the time allotted, as needed.

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 to the City website for public viewing under Additional Documents. When submitting a public comment, please make sure to include the following:

- 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 City Council meeting. Correspondence received after this time will be distributed the following business day.

PLEASE NOTE: The Mayor may exercise the Chair's discretion, subject to the approval of the majority of the City Council, to adjust public comment time limit to less than three minutes, as needed.

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.

CLOSED SESSION ANNOUNCEMENTS**1. CLOSED SESSION ANNOUNCEMENTS****PUBLIC COMMENT****2. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)**

General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting. Only Speakers who submit a Public Comment card within the first 30 minutes of Public Comment period will be queued up to speak.

RECOGNITIONS / INTRODUCTION**3. STAFF INTRODUCTION**Finance Department:

Terry Kim, Finance Manager

Yana Pedan, Accountant

Wendy Liu, Accountant Technician

Police Department:

Tanya Brittin, Police Records Clerk

4. OUTGOING COMMISSIONER RECOGNITIONS**5. PRESENTATION OF THE 2023 EMPLOYEE RECOGNITION AND SERVICE AWARDS****PRESENTATION**

6. **OUTGOING MAYOR REMARKS**
7. **PRESENTATION TO OUTGOING MAYOR**
8. **OUTGOING MAYOR PRO TEM REMARKS**

ELECTION OF OFFICERS

9. **ELECTION OF MAYOR AND MAYOR PRO TEM FOR THE 2024 TERM**

ADMINISTRATION OF OATH OF OFFICE

10. **ADMINISTRATION OF OATH OF OFFICE TO MAYOR**
11. **ADMINISTRATION OF OATH OF OFFICE TO MAYOR PRO TEM**

CITY COUNCIL REORGANIZATION

12. **CITY COUNCIL REORGANIZATION ON DAIS**

CHANGES TO THE AGENDA

13. **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.

14. **APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$8,253.79; GENERAL CITY WARRANTS IN THE AMOUNT OF \$499,940.10; ONLINE PAYMENTS IN THE AMOUNT OF \$128,694.61; VOIDS IN THE AMOUNT OF (\$2,332.82); PAYROLL IN THE AMOUNT OF \$865,734.24**

Recommendation

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

15. **CONSIDERATION OF APPROVAL OF CITY COUNCIL MEETING MINUTES FOR NOVEMBER 01, 2023, NOVEMBER 15, 2023, AND DECEMBER 6, 2023**

Recommendation

It is recommended that the City Council consider the approval of the minutes for the Special and Regular Meetings of November 01, 2023, November 15, 2023, and December 6, 2023.

16. **CONSIDERATION OF APPOINTMENT OF ROBERT JOE TO THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT BOARD OF TRUSTEES**

Recommendation

It is recommended by Mayor Primuth that the City Council consider the reappointment of Robert Joe to serve as the City’s representative to the San Gabriel Valley Mosquito and Vector Control District Board of Trustees effective January 1, 2024, for a two-year term.

17. CONSIDER ESTABLISHING METRO LOCAL RETURN FUND SPECIAL PROJECT ACCOUNTS AND APPROVING METRO LOCAL RETURN FUND BUDGET APPROPRIATIONS FOR EXISTING TRANSPORTATION PROGRAMS

Recommendation

It is recommended that the City Council consider:

1. Creating a special Capital Improvement Program (CIP) project account to expend Metro Local Return funds, in lieu of using the General Fund, for transportation related projects; and
2. Transfer \$50,000 from Measure R Local Return fund (233) and appropriate \$50,000 for a new CIP Special Transportation Projects Account No. 400-9000-9010-9421-000 to fund various transportation related installations; and
3. Transfer \$50,000 from Measure M Local Return fund (236) and appropriate \$50,000 into a new CIP Special Transportation Projects Account No. 400-9000-9010-9421-000 to fund various transportation related installations; and
4. Appropriate \$30,000 from the Proposition C Local Return Fund into a new Public Works Proposition C Professional Services Account No. 207-6010-6011-8170-000 to partially fund the City’s Council-approved Pavement Management Program; and
5. Appropriate \$105,570 from the Measure M Local Return Fund into Public Works Measure M Professional Services Account No. 236-6010-6011-8170-000 to partially fund the City’s Council-approved Slow Streets Program.

ACTION/DISCUSSION

18. CONSIDERATION AND ADOPTION OF THE 2021-2026 STRATEGIC PLAN REVISE

Recommendation

It is recommended that the City Council consider and adopt the 2021-2026 Strategic Plan Revise.

19. CONSIDER CREATION OF A LIBRARY/COMMUNITY CENTER COMPREHENSIVE SITE PLAN AD HOC COMMITTEE

Recommendation

It is recommended that the City Council consider creation of an Ad Hoc Committee (Committee) to assist with developing a Comprehensive Site Plan (Site Plan) for the current Library/Senior Center complex, that will address the need for a new, modern library facility and consider the need to provide other community services at the site.

PUBLIC COMMENT – CONTINUED

20. CONTINUED PUBLIC COMMENT – GENERAL

This time is reserved for speakers in the Public Comment queue not heard during the first 30 minutes of Item No. 2. No new speakers will be accepted at this time.

COMMUNICATIONS

21. COUNCILMEMBER COMMUNICATIONS

Time allotted to speak per Councilmember is three minutes. Additional time will be allotted at the end of the City Council meeting agenda, if necessary.

22. CITY MANAGER COMMUNICATIONS

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

January 17, 2024	Regular Council Meeting	7:00 P.M.
February 7, 2024	Regular City Council Meeting	7:00 P.M.
February 21, 2024	Regular City Council Meeting	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 viewing on the City’s website:

www.southpasadenaca.gov/CityCouncilMeetings2023


Regular meetings are live streamed via the internet at:

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 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. 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 **December 20, 2023**, on the bulletin board in the courtyard of City Hall located at 1414 Mission Street, South Pasadena, CA 91030, and on the City, website as required by law, on the date listed below.*

12/14/2023	/S/
Date	Mark Perez, Deputy City Clerk