



**CITY OF SOUTH PASADENA
CITY COUNCIL**

A G E N D A

**REGULAR MEETING
WEDNESDAY, DECEMBER 7, 2022, 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. Pursuant to Assembly Bill 361 Government Code Section 54953, subdivision (e)(3), the City Council may conduct its meetings remotely and may be held via video conference.

The Meeting will be available:

- In Person Hybrid – 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**

To maximize public safety while still maintaining transparency and public access, members of the public may observe the meeting via Zoom in one of the three 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 listed above.

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:	Councilmember:	Diana Mahmud

PRESENTATIONS

- 1A. **RECOGNITION OF ASSEMBLYMEMBER CHRIS HOLDEN**
- 1B. **WELCOME AND INTRODUCTION OF ASSEMBLYMEMBER MIKE FONG**

STATE OF THE CITY / PRESENTATIONS

2. **2022 STATE OF THE CITY PRESENTATION BY MAYOR 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. You may participate **by one of the following options:**

Option 1:
Participate in-person at the City Council Chambers.

Option 2:
Participate via Zoom.
Public comment speakers are able to speak by going to the Zoom webinar controls and clicking on the "Raise Hand" icon. The Meeting Host will be notified that a hand has been raised and speakers will have their microphone un-muted by the Host during the appropriate Public Comment period.

Option 3:
Email public comment to 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 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

3. **CLOSED SESSION ANNOUNCEMENTS**

PUBLIC COMMENT**4. 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.

PRESENTATIONS CONTINUED**5. SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE RAFFLE****6. PRESENTATION OF A CERTIFICATE OF APPRECIATION TO CALIFORNIA PROTECTIVE PARENTS ASSOCIATION AND ANA ESTEVEZ IN HONOR OF “PIQUI’S LAW,” KEEPING CHILDREN SAFE FROM FAMILY VIOLENCE****7. PRESENTATION OF A CERTIFICATE OF APPRECIATION TO THE MEASURE LL COMMITTEE FOR EFFORTS TO PLACE AN ITEM ON THE NOVEMBER 8, 2022 GENERAL MUNICIPAL ELECTION BALLOT TO EXTEND THE SOUTH PASADENA LIBRARY SPECIAL TAX TO REMAIN IN EFFECT UNTIL OTHERWISE TERMINATED BY A MAJORITY VOTE OF THE SOUTH PASADENA ELECTORATE****8. DEPARTMENT HIGHLIGHT VIDEO: MANAGEMENT SERVICES DEPARTMENT****9. STAFF INTRODUCTIONS/RECOGNITION**Finance Department:

Kenneth L. Louie, Deputy City Manager/Interim Finance Director
Hsiulee Tran, Deputy Finance Director/Controller

Public Works Department:

Maizon Van Zandt, Maintenance Worker I

COMMUNICATIONS**10. 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.

11. CITY MANAGER COMMUNICATIONS**12. 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.

13. **APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$80,967.15; GENERAL CITY WARRANTS IN THE AMOUNT OF \$728,953.77; VOIDS IN THE AMOUNT OF (\$374.04); ONLINE PAYMENTS IN THE AMOUNT OF \$11,669.35; TRANSFERS IN THE AMOUNT OF \$47,313.19; PAYROLL IN THE AMOUNT OF \$793,400.62**

Recommendation

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

14. **SECOND READING AND ADOPTION OF AN ORDINANCE AMENDING ARTICLES XI (“PURCHASING”) AND XIII (“AWARDING PUBLIC WORKS CONTRACTS”) OF THE SOUTH PASADENA MUNICIPAL CODE PERTAINING TO PURCHASING POLICIES**

ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING SECTION 2.99-29 OF ARTICLE XI RELATING TO “PURCHASING PROCEDURES”, AND SECTIONS 2.99-35 AND 2.99-37 OF ARTICLE XIII “AWARDING PUBLIC WORKS CONTRACTS” OF CHAPTER 2 OF THE SOUTH PASADENA MUNICIPAL CODE

Recommendation

It is recommended that the City Council conduct a second reading and adopt the ordinance of the City Council of the City of South Pasadena, California, Amending Section 2.99-29 of Article XI Relating to “Purchasing Procedures”, and Sections 2.99-35 and 2.99-37 of Article XIII “Awarding Public Works Contracts” of Chapter 2 of the South Pasadena Municipal Code.

15. **APPROVAL OF A DISCRETIONARY FUNDS REQUEST FROM COUNCILMEMBER DIANA MAHMUD IN THE AMOUNT OF \$250 FOR THE SOUTH PASADENA TOURNAMENT OF ROSES FLOAT**

Recommendation

It is recommended that the City Council:

1. Find that the requested allocation of Discretionary Funds to support the South Pasadena Tournament of Roses (SPTOR) float is consistent with the findings required pursuant to the Guidelines for the Application of City Council Discretionary Budget Accounts adopted by Resolution No. 7174; and
2. Approve the requested allocation in the amount of \$250 by Councilmember Mahmud to support the SPTOR float.

16. **APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH TRUEPOINT SOLUTIONS, AN ACCELA LICENSING/SUBSCRIPTION AGREEMENT, AND AN ASSOCIATED LASERFICHE AGREEMENT TO IMPLEMENT AN ACCELA-BASED PROJECT MANAGEMENT AND CASE MANAGEMENT ON-LINE PERMITTING SYSTEM**

Recommendation

It is recommended that the City Council:

1. Review and approve the Professional Services Agreement with TruePoint Solutions for the purchase and implementation of an Accela-based case management and on-line permitting system for a total not-to-exceed amount of \$252,567;
2. Review and approve a three-year Accela licensing/subscriptions agreement for a first year not-to-exceed amount of \$28,800 and a three-year not-to exceed amount of \$90,792;
3. Authorize the City Manager to execute the necessary subscription agreement with Laserfiche in support of the on-line permitting system in an amount not to exceed \$11,388 for the first year; and

4. Authorize the City Manager to execute any other documents related to this Agreement and enter into a Professional Services Agreement with TruePoint Solutions, sign the Accela licensing agreement, and execute a Laserfiche subscription agreement for the implementation of an Accela-based case management and on-line permitting system for the Community Development Department.

17. APPROVAL OF RENEWAL OF ANNUAL AGREEMENT WITH DIGITAL MAP PRODUCTS, L.P. FOR GOVCLARITY

Recommendation

It is recommended that the City Council approve the renewal agreement with Digital Map Products, L.P. in an amount not-to-exceed \$26,114 for GovClarity, a map-based location information license and application, for the term of October 1, 2022 through September 30, 2023.

18. AUTHORIZE THE CITY MANAGER TO EXECUTE A CONTRACT AMENDMENT FOR THE PROFESSIONAL SERVICES AGREEMENT WITH CATALYST CONSULTING FOR A COMMUNITY SERVICES DEPARTMENT ASSESSMENT

Recommendation

It is recommended that the City Council authorize the City Manager to execute the first amendment for the professional services agreement with Catalyst Consulting - Recreation Services for the Community Services Department Assessment for additional analysis in the amount of \$5,850 for a total not-to-exceed amount of \$30,150 and extend the contract until March 31, 2023.

19. RECEIVE AND FILE AN ANNUAL REPORT FOR THE FISCAL YEAR 2021-2022 LIBRARY SPECIAL TAX

Recommendation

It is recommended that the City Council receive and file a report on the Fiscal Year 2021-2022 Library Special Tax, per the requirements of the State of California Local Agency Special Tax and Bond Accountability Act.

20. REINSTATEMENT OF CONCEAL CARRY WEAPON PERMIT FEES AND ESTABLISHMENT OF RECURRING APPROPRIATION OF GENERAL FUND RESERVES FOR DIFFERENCE IN COST FOR APPLICANT PSYCHOLOGICAL EXAM

Recommendation

It is recommended that the City Council:

1. Approve the recommended edits to the City's Fee schedule and establishment of the following fees: \$317.16 Conceal Carry Weapon (CCW) application fee, \$35.00 CCW permit clerical fee, \$150.00 CCW psychological evaluation fee, \$20.00 CCW amendment fee.
2. Approve an appropriation of \$4,500 from General Fund Reserves to Special Department Expense Account 101-4010-4011-8020 for an estimated annual processing of 15 CCW permits within the City, in order to address the difference between cost and reimbursement of applicant psychological exams.

21. APPROVAL OF TRANSPORTATION PROGRAM MANAGER JOB DESCRIPTION

Recommendation

It is recommended that the City Council approve the revised job classification for the Transportation Program Manager position.

22. APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH CAROLLO ENGINEERS, INC. TO PROVIDE SEWER CONSENT JUDGMENT RELATED REPORTS

Recommendation

It is recommended that the City Council:

1. Authorize the City Manager to enter into a Professional Services Agreement with Carollo Engineers, Inc. (Consultant) to assist the City in submitting required reports to the Los Angeles Regional Water Quality Control Board (RWQCB) Enforcement Unit to comply with an existing Consent Judgment. The Professional Services Agreement is in the amount of Sixty-Six Thousand Dollars (\$66,000), including \$59,968 for the proposed work, and \$6,032 (approximately 10%) as a contingency;
2. Authorize an appropriation of \$66,000 from the Sewer Reserves Fund 210 to Public Works Sewer Maintenance Professional Services Expenditure Account No. 210-6010-6501-8170-000 for this work; and
3. Authorize the City Manager to execute all related documents on behalf of the City.

PUBLIC HEARING

23. ADOPTION OF URGENCY AND SECOND READING AND ADOPTION OF REGULAR ORDINANCES BY REFERENCE OF THE 2023 LOS ANGELES COUNTY BUILDING, RESIDENTIAL, ELECTRICAL, MECHANICAL, PLUMBING AND EXISTING BUILDING CODES WITH CERTAIN AMENDMENTS, ADDITIONS AND DELETIONS THERETO BY AMENDING CHAPTER 9 ARTICLE 1 OF THE SOUTH PASADENA MUNICIPAL CODE AND ADD NEW SECTION TO ARTICLE 2 OF CHAPTER 9 TO COMPLY WITH AB 1236 AND AB 970 TO EXPEDITE PERMITTING FOR ELECTRICAL VEHICLE CHARGING STATIONS

ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING THE CITY OF SOUTH PASADENA MUNICIPAL CODE BY MODIFYING CHAPTER 9 ARTICLE I THEREOF ADOPTING BY REFERENCE THE 2023 LOS ANGELES COUNTY BUILDING CODE (TITLE 26), ELECTRICAL CODE (TITLE 27), PLUMBING CODE (TITLE 28), MECHANICAL CODE (TITLE 29), RESIDENTIAL CODE (TITLE 30), AND EXISTING BUILDING CODE (TITLE 33) AND BY MODIFYING ARTICLE II THEREOF ADDING EXPEDITED PERMITTING WITH CERTAIN AMENDMENTS, ADDITIONS AND DELETIONS THERETO

URGENCY ORDINANCE

AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING THE CITY OF SOUTH PASADENA MUNICIPAL CODE BY MODIFYING CHAPTER 9 ARTICLE I THEREOF ADOPTING BY REFERENCE THE 2023 LOS ANGELES COUNTY BUILDING CODE (TITLE 26), ELECTRICAL CODE (TITLE 27), PLUMBING CODE (TITLE 28), MECHANICAL CODE (TITLE 29), RESIDENTIAL CODE (TITLE 30), AND EXISTING BUILDING CODE (TITLE 33) AND BY MODIFYING ARTICLE II THEREOF ADDING EXPEDITED PERMITTING WITH CERTAIN AMENDMENTS, ADDITIONS AND DELETIONS THERETO

Recommendation

It is recommended that the City Council:

1. Hold a Public Hearing to hear any objections to an Ordinance and Urgency Ordinance both adopting by reference and amending the 2023 Los Angeles County Building, Residential, Electrical, Mechanical, Plumbing, and Existing Building Codes;
2. Read by title only and waive further reading for the second reading of an Ordinance adopting by reference and amending the 2023 Los Angeles County Building, Electrical, Plumbing, Mechanical, Residential, and Existing Building Codes;
3. Read by title only and waive further reading of an Urgency Ordinance adopting by reference and amending the 2023 Los Angeles County Building, Electrical, Plumbing, Mechanical, Residential, and Existing Building Codes;
4. Find that adoption of the proposed Ordinance and Urgency Ordinance are exempt from the provisions of the California Environmental Quality Act because such actions Section 15061(b)(3) of Title 14 of the California Code of Regulations;
5. Adopt the Ordinance on Second Reading; and
6. Adopt the Urgency Ordinance.

ACTION / DISCUSSION

24. ADOPTION OF A RESOLUTION ELECTING AN ALTERNATE COUNCILMEMBER TO REPRESENT CITIES WITH PRESCRIPTIVE PUMPING RIGHTS TO THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, CASTING ITS VOTES FOR COUNCILMEMBER TO REPRESENT CITIES WITH PRESCRIPTIVE WATER PUMPING RIGHTS AS AN ALTERNATE MEMBER ON THE BOARD OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY

Recommendation

1. It is recommended that the City Council take a vote to determine who they wish to elect to the San Gabriel Basin Water Quality Authority; and
2. Waive further reading, read by title only and adopt Resolution entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, CASTING ITS VOTES FOR COUNCILMEMBER TO REPRESENT CITIES WITH PRESCRIPTIVE WATER PUMPING RIGHTS AS AN ALTERNATE MEMBER ON THE BOARD OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY".

25. ADOPTION OF THE CITY OF SOUTH PASADENA UPDATED EMERGENCY OPERATIONS PLAN ALONG WITH AN EARTHQUAKE ANNEX AND A HEAT EMERGENCY ANNEX

Recommendation

It is recommended that the City Council adopt the updated Emergency Operations Plan and associated Annexes.

PUBLIC COMMENT – CONTINUED

26. 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. 4. No new speakers will be accepted at this time.

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

December 21, 2022	Regular City Council Meeting – City Council Reorganization	7:00 p.m.
January 4, 2023	Meeting Cancelled Due to the Winter Holiday Closure	
January 18, 2023	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/CityCouncilMeetings2022


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 7, 2022**, 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.*

12/01/2022	/S/
Date	Desiree Jimenez, CMC, Chief City Clerk