



**CITY OF SOUTH PASADENA  
CITY COUNCIL**

**A G E N D A  
REGULAR MEETING**

**WEDNESDAY, OCTOBER 19, 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](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 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.

**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

**PUBLIC COMMENT GUIDELINES**

The City Council welcomes public input. Members of the public can comment on a non-agenda subject under the jurisdiction of the City Council or on an agenda item, you may participate **by one of the following options:**

Option 1:

Participate in-person at the City Council Chambers.

Option 2:

Public Comment speakers have three minutes to address the Council, however, the Mayor and City Council can adjust time allotted, as needed. Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during Public Comment portions of the agenda to speak for up to three minutes per item.

Option 3:

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 to the City website 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.

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(s) to less than three minutes.

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 sign up within the first 30 minutes of Public Comment period will be queued up to speak.

**PRESENTATIONS****3. PRESENTATION OF A PET ADOPTION BY THE PASADENA HUMANE SOCIETY****4. PRESENTATION OF A PROCLAMATION DECLARING OCTOBER 19, 2022, AS “NATIONAL CHAMBER OF COMMERCE DAY”****5. PRESENTATION OF AN ANNUAL UPDATE BY THE SOUTH PASADENA CHAMBER OF COMMERCE**

**6. STAFF INTRODUCTION**Library:

Alexis Mendoza, Adult and Digital Services Librarian

Public Works

Ariane Quizon, Civil Engineering Assistant

**7. STAFF RECOGNITION**Public Works

Mark Jimenez, Management Analyst

Reyna Salazar-Martin, Management Analyst

Police Department

Lieutenant Shannon Robledo

**8. PRESENTATION OF A CERTIFICATE OF RECOGNITION TO POLICE OFFICER MICHAEL SMITH FOR RECEIVING A LIFESAVING AWARD****COMMUNICATIONS****9. COUNCILMEMBER COMMUNICATIONS**

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

**10. CITY MANAGER COMMUNICATIONS****11. 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.

**12. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$733,684.17; GENERAL CITY WARRANTS IN THE AMOUNT OF \$616,089.15; VOIDS IN THE AMOUNT OF (\$67,384.45); ONLINE PAYMENTS IN THE AMOUNT OF \$105,336.83; TRANSFER IN THE AMOUNT OF \$181,124.91; PAYROLL IN THE AMOUNT OF \$1,317,652.73****Recommendation**

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

**13. MONTHLY INVESTMENT REPORT FOR AUGUST 2022****Recommendation**

It is recommended that the City Council receive and file the Monthly Investment Report for August 2022.

**14. APPROVAL OF SECOND QUARTER 2021-2026 STRATEGIC PLAN UPDATE****Recommendation**

It is recommended that the City Council approve the second quarter 2021-2026 Strategic Plan update.

15. **ADOPTION OF A RESOLUTION APPROVING THE ANNUAL ADMINISTRATOR'S LIBRARY SPECIAL TAX REPORT AND AUTHORIZING THE COLLECTION OF THE TAX FOR FISCAL YEAR 2022-23**

**Recommendation**

It is recommended that the City Council adopt a Resolution approving the annual Administrator's Library Special Tax Report and authorizing the collection of the Tax at the Fiscal Year 2022-23 rates by the County of Los Angeles.

16. **AUTHORIZATION TO ACCEPT GRANT AWARD IN THE AMOUNT OF \$55,000 FROM THE CALIFORNIA OFFICE OF TRAFFIC SAFETY FOR THE STRATEGIC TRAFFIC ENFORCEMENT PROGRAM**

**Recommendation**

It is recommended that the City Council:

1. Authorize the City Manager or designee to accept a grant award in the amount of \$55,000 from the California Office of Traffic Safety for the Strategic Traffic Enforcement Program into Revenue Account 101-0000-0000-5073-001;
2. Appropriate \$47,000 into 101-4010-4011-7050-000 Overtime – DUI Checkpoint and \$8,000 into 101-4010-4011-8022 OTS Grant Expenses; and
3. Authorize the City Manager or designee to execute all necessary documents to accept the grant.

17. **APPROVAL OF THE GUIDELINES FOR COMMUNITY SERVICES DEPARTMENT EVENTS, FACILITIES AND PROGRAMS MANAGEMENT**

**Recommendation**

It is recommended that the City Council approve the Guidelines for Community Services Department Events, Facilities, and Programs Management.

18. **APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH ROBERT HALF INTERNATIONAL INC., FOR TEMPORARY STAFFING SERVICES IN AN AMOUNT NOT-TO-EXCEED \$100,000**

**Recommendation**

It is recommended that the City Council:

1. Approve a Professional Services Agreement with Robert Half International Inc., for temporary staffing services, in an amount not-to-exceed \$100,000 effective for the period of June 20, 2022, through June 30, 2023;
2. Appropriate \$100,000 to Professional Services – Permanent Account 101-2030-2034-8170-000 from General Fund Reserves; and
3. Authorize the City Manager to Execute a Professional Services Agreement with Robert Half, for temporary staffing services.

19. **AUTHORIZE THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH MV CHENG AND ASSOCIATES, INC., FOR TEMPORARY STAFFING SERVICES IN AN AMOUNT NOT-TO-EXCEED \$120,000**

**Recommendation**

It is recommended that the City Council authorize the City Manager to execute a Professional Services Agreement with MV Cheng and Associates, Inc., for temporary staffing services in an amount not-to-exceed \$120,000.

**ACTION / DISCUSSION****20. APPROVAL OF THE METROPOLITAN WATER DISTRICT STORMWATER FOR DIRECT USE PILOT PROGRAM AND PROJECT INSTALLATION AT HOPE STREET AND MOUND AVENUE PROJECT****Recommendation**

It is recommended that the City Council:

1. Authorize the City Manager to enter into an Agreement with Metropolitan Water District (MWD) and Upper San Gabriel Valley Municipal Water District to participate in the MWD Stormwater for Direct Use Pilot Program, including cost sharing the installation of stormwater capture and reuse equipment in and around the City Hall parking lots, to support related sustainability electrification improvements;
2. Authorize appropriation of \$500,000 for the City's 50% portion of project costs, including \$350,000 from the Water Efficiency Fund Account No. 503, and \$150,000 from the General Fund Designated Stormwater Reserve Account No. 101; and
3. Authorize the City Manager or designee to execute all necessary documents related to this program.

**21. REAUTHORIZE APPROPRIATION AND APPROVE OF A PROFESSIONAL SERVICES AGREEMENT WITH ALTA PLANNING + DESIGN, INC. FOR THE DEVELOPMENT OF THE 2022 AND 2023 SLOW STREETS PROGRAM, IN AN AMOUNT NOT-TO-EXCEED \$255,570****Recommendation**

It is recommended that the City Council:

1. Reauthorize appropriation of \$150,000 from the General Fund Undesignated Reserves into Fiscal Year 2022-2023 Public Works Administration Professional Services Account No. 101-6010-6011-8170-000, that was previously authorized by the City Council in the FY 2021-2022, and was not utilized. Authorize an additional \$105,570 for the Slow Streets Program from the General Fund Undesignated Reserves into FY 2022-2023 Public Works Administration Professional Services Account No. 101-6010-6011-8170-000, to accommodate expanded community outreach, additional traffic analysis modeling, as well as parklet design, use guidelines, and installation support;
2. Approve a Professional Services Agreement with Alta Planning + Design, Inc. for development of the 2022 and 2023 Slow Streets Program, including project initiation/administration, community outreach, design, monitoring, installation, project evaluation, and optional items to develop parklet designs, for a not-to-exceed amount of \$255,570, including \$232,336 for the proposed amount, and a \$23,234 (10%) contingency; and
3. Authorize the City Manager to execute related documents to this agreement.

**INFORMATION REPORTS****22. PRESENTATION OF MONTHLY CITYWIDE OPERATIONAL STATUS UPDATE****Recommendation**

It is recommended that the City Council receive a summary from staff on a Monthly Citywide operational status update.

**23. RECEIVE AND FILE MEMO ON PUBLIC HEARING NOTIFICATIONS FOR ORDINANCES****Recommendation**

It is recommended that the City Council receive and file a memo on public hearing notification processes on ordinances.

**PUBLIC COMMENT – CONTINUED****24. 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.

**ADJOURNMENT****FOR YOUR INFORMATION****FUTURE CITY COUNCIL MEETINGS**

November 2, 2022	Regular City Council Meeting	7:00 p.m.
November 16, 2022	Regular City Council Meeting	7:00 p.m.
December 7, 2022	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 inspection on the City's website:

[www.southpasadenaca.gov/CityCouncilMeetings2022](http://www.southpasadenaca.gov/CityCouncilMeetings2022)

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 **October 19, 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.*

10/13/2022

/S/

Date

Yolanda Chavez, CMC, Interim City Clerk Records Specialist