



CITY OF SOUTH PASADENA  
CITY COUNCIL

AGENDA

REGULAR MEETING  
WEDNESDAY, FEBRUARY 15, 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.

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 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 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 Janet Braun

**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 located at 1424 Mission Street, South Pasadena, CA 91030.

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](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. 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.

**RECOGNITION / INTRODUCTION****3. STAFF INTRODUCTION**

Finance Department:

John Downs, Interim Finance Director

Community Development:  
Jose Martinez, Planning Counter Technician

**CHANGES TO THE AGENDA**

**4. 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.

**5. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$12,534.42; GENERAL CITY WARRANTS IN THE AMOUNT OF \$533,501.77; VOIDS IN THE AMOUNT OF (\$1,363.94); ONLINE PAYMENTS IN THE AMOUNT OF \$100,262.26; PAYROLL IN THE AMOUNT OF \$966,864.03**

Recommendation

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

**6. MONTHLY INVESTMENT REPORT FOR DECEMBER 2022**

Recommendation

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

**7. APPROVAL OF A PURCHASE ORDER TO D&R OFFICE WORKS, INC. FOR LIBRARY WORKSTATIONS AND APPROPRIATE \$10,000 FROM GENERAL FUND RESERVES**

Recommendation

It is recommended that the City Council:

1. Appropriate \$10,000 to the Library Building Improvements Account No. 101-8010-8011-8500 from the General Fund Reserves;
2. Approve a purchase order to D&R Office Works, Inc. for the purchase of eight (8) workstations for Library staff, including delivery, assembly, and sales tax; and
3. Authorize the City Manager to execute the purchase order with D&R Office Works, Inc. in an amount not to exceed \$44,000, including the \$42,221.46 quoted price and a \$1,778.54 contingency.

**8. ADOPTION OF A RESOLUTION ADOPTING AN UPDATED CITY OF SOUTH PASADENA EMERGENCY OPERATIONS PLAN AND ANNEXES**

**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING AN UPDATED EMERGENCY OPERATIONS PLAN AND ANNEXES

Recommendation

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

**PUBLIC HEARING**

**9. PUBLIC HEARING TO RECEIVE OBJECTIONS OR PROTESTS TO THE VEGETATION MANAGEMENT PROGRAM REGARDING THE ABATEMENT OF WEEDS, BRUSH, RUBBISH AND REFUSE UPON OR IN FRONT OF SPECIFIED PROPERTY IN THE CITY AND AUTHORIZING BY MINUTE ORDER THE ABATEMENT OF HAZARDOUS VEGETATION**

Recommendation

It is recommended that the City Council, after holding a Public Hearing and receiving public testimony and hearing any objections or protests to the procedures for abating brush and native vegetation fire hazards identified in Resolution No.7801, adopt by motion an order directing the abatement of hazardous vegetation.

**ACTION / DISCUSSION**

**10. PRESENTATION OF THE OTHER POST-EMPLOYMENT BENEFITS (OPEB) ACTUARIAL STUDY BY FOSTER & FOSTER**

Recommendation

It is recommended that the City Council receive and file the presentation of the Other Post-Employment Benefits Liability Actuarial Study by Foster & Foster.

**11. PRESENTATION OF THE ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2022**

Recommendation

Staff recommends that the City Council receive and file the annual audit reports for the year ended June 30, 2022.

**12. TERMINATION OF EMERGENCY ORDER EFFECTIVE MARCH 1, 2023; REMOTE TELECONFERENCING MEETING OF LEGISLATIVE BODIES; CONTINUATION OF PARTICIPATION BY THE PUBLIC THROUGH REMOTE ACCESS**

Recommendation

The Agenda Report will be provided under separate cover.

**13. FINANCE DEPARTMENT CURRENT STATUS UPDATE AND ORGANIZATIONAL ASSESSMENT**

Recommendation

It is recommended that the City Council receive and file a report and presentation on the Finance Department Current Status Update/ Organizational Assessment.

**INFORMATIONAL REPORT**

**14. PRESENTATION OF THE CITY'S INVESTMENT BY MORGAN STANLEY AND WESTERN ASSET MANAGEMENT**

Recommendation

It is recommended that the City Council receive and file the presentation of the City's Investment by Morgan Stanley and Western Asset Management.

**PUBLIC COMMENT – CONTINUED**

**15. 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**

**16. 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.

**17. CITY MANAGER COMMUNICATIONS**

**ADJOURNMENT**

**FOR YOUR INFORMATION**

**FUTURE CITY COUNCIL MEETINGS**

March 1, 2023	Regular City Council Meeting	7:00 p.m.
March 15, 2023	Regular City Council Meeting	7:00 p.m.
April 5, 2023	Canceled due to Spring Break	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](http://www.southpasadenaca.gov/CityCouncilMeetings2023)

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 **February 15, 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.*

02/9/2023

/S/

Date

Desiree Jimenez, CMC, Chief City Clerk