



**CITY OF SOUTH PASADENA  
CITY COUNCIL**

**AGENDA**

**REGULAR MEETING  
WEDNESDAY, APRIL 19, 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](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](mailto: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](http://www.spectrumstream.com/streaming/south_pasadena/live.cfm)

<b>CALL TO ORDER:</b>	Mayor	Jon Primuth
<b>ROLL CALL:</b>	Mayor	Jon Primuth
	Mayor Pro Tem	Evelyn G. Zneimer
	Councilmember	Jack Donovan
	Councilmember	Michael A. Cacciotti
	Councilmember	Janet Braun
<b>PLEDGE OF ALLEGIANCE:</b>	Community Member	Dylan Rubin

**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 – None.**

**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.

**PRESENTATION**

3. **PRESENTATION OF A CERTIFICATE OF APPRECIATION FOR MARY ANN PARADA FOR DEDICATED SERVICE TO THE CITY OF SOUTH PASADENA**
4. **PRESENTATION OF A PROCLAMATION DECLARING APRIL 24, 2023, “REMEMBRANCE OF THE ARMENIAN GENOCIDE DAY”**
5. **PRESENTATION OF A PROCLAMATION DECLARING APRIL 26, 2023, AS “DENIM DAY”**
6. **PRESENTATION OF A PROCLAMATION DECLARING APRIL 22, 2023, AS “EARTH DAY”**
7. **PRESENTATION OF A PROCLAMATION DECLARING APRIL 20, 2023 AS “LIBRARY VOLUNTEER RECOGNITION DAY”**

**CHANGES TO THE AGENDA****8. 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.

**9. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$170,026.38; GENERAL CITY WARRANTS IN THE AMOUNT OF \$1,468,500.78; VOIDS IN THE AMOUNT OF (\$992.19); ONLINE PAYMENTS IN THE AMOUNT OF \$44,018.86; TRANSFERS IN THE AMOUNT OF \$83,135.75; PAYROLL IN THE AMOUNT OF \$1,757,175.67**Recommendation

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

**10. MONTHLY INVESTMENT REPORTS FOR JANUARY AND FEBRUARY 2023**Recommendation

It is recommended that the City Council receive and file the Monthly Investment Reports for January and February 2023.

**11. APPROVAL OF A DISCRETIONARY FUNDS REQUEST FROM MAYOR PRO TEM EVELYN ZNEIMER IN THE AMOUNT OF \$1,000 FOR ASIAN AMERICAN PACIFIC ISLANDER EVENT**Recommendation

It is recommended that the City Council:

1. Find that the requested allocation of Discretionary Funds to support the Asian American Pacific Islander (AAPI) Event 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 totaling \$1,000 by Mayor Pro Tem Zneimer to support the AAPI Event.

**12. APPROVAL OF A DISCRETIONARY FUNDS REQUEST FROM COUNCILMEMBER JACK DONOVAN IN THE AMOUNT OF \$1,500 FOR SUMMER CONCERTS IN THE PARK**Recommendation

It is recommended that the City Council:

1. Find that the requested allocation of Discretionary Funds to support the Summer Concerts in the Park 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 totaling \$1,500 by Councilmember Donovan to support the Summer Concerts in the Park.

13. **AWARD OF CONTRACT TO PYRO-SPECTACULARS, INC. IN THE AMOUNT OF \$30,590 FOR THE FOURTH OF JULY FIREWORKS DISPLAY**

Recommendation

It is recommended that the City Council:

1. Award a contract to Pyro-Spectaculars, Inc. (Pyro-Spectaculars) in the amount of \$30,590 for the Fourth of July Fireworks display; and
2. Authorize the City Manager to execute an agreement.

14. **AWARD OF CONTRACT TO REPUBLIC EVS IN THE AMOUNT OF \$282,608 FOR THE PURCHASE OF A 2024 FORD E-450 MEDIX RESCUE AMBULANCE**

Recommendation

It is recommended that the City Council:

1. Award a contract to Republic EVS, at the proposed competitive procurement price utilizing Houston-Galveston Area Council (H-GAC) nationwide government procurement service for the purchase of a 2024 Ford E-450 Type 3 Medix Rescue Ambulance (RA); and
2. Authorize the City Manager to execute the attached Offer and Purchase Agreement.

15. **AUTHORIZE A FOURTH CONTRACT AMENDMENT FOR INTERIM LANDSCAPING SERVICES WITH LANDCARE THROUGH JUNE 30, 2023 FOR A MONTHLY MAXIMUM AMOUNT OF \$37,357.96**

Recommendation

It is recommended that the City Council authorize the City Manager to execute a contract amendment for interim landscaping services through June 30, 2023, with LandCare, for a total monthly amount not to exceed \$37,357.96.

16. **APPROVE AMENDMENT FOR SPECIAL COUNSEL FOR SB 381 IMPLEMENTATION AND CALTRANS PROPERTIES DISPOSITION WITH AKIN GUMP STRAUSS HAUER & FELD, LLP, FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$40,000**

Recommendation

It is recommended that the City Council:

1. Approve an amendment to the agreement with Akin Gump Strauss Hauer & Feld, LLP (Akin) for a new total not-to-exceed amount of \$40,000; and
2. Direct the use and reallocation of Slater Reimbursement Reserve Funds for the work performed by Akin.

17. **ESTABLISH SENIOR COMMUNITY IMPROVEMENT COORDINATOR CLASSIFICATION AND SALARY RANGE**

**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING APPROVING NEW POSITION CLASSIFICATION OF SENIOR COMMUNITY IMPROVEMENT COORDINATOR

Recommendation

It is recommended that the City Council approve a resolution to establish the classification title and salary range for Senior Community Improvement Coordinator.

**18. APPROVAL OF MAYOR'S LIST OF CITY COUNCIL LIAISON AND REGIONAL GROUP APPOINTMENTS****RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPOINTING DELEGATES, REPRESENTATIVES, AND ALTERNATES AS OFFICIAL REPRESENTATIVES OF THE CITY OF SOUTH PASADENA, SUPERSEDING RESOLUTION NO. 7808

Recommendation

It is recommended that the City Council:

1. Approve the Mayor's list of City Council Liaison and Regional Group Appointments to various commissions, boards, and committees; and
2. Adopt a Resolution, superseding Resolution No. 7808, appointing delegates, representatives, and alternates as official representatives of the City of South Pasadena.

**19. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR APRIL 20, 2022, MAY 04, 2022, AND MARCH 15, 2023**Recommendation

It is recommended that the City Council approve the minutes listed on the agenda and as presented.

**20. AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH ROTH STAFFING COMPANIES, L.P. FOR TEMPORARY STAFFING SERVICES IN A NEW NOT-TO-EXCEED AMOUNT OF \$45,000**Recommendation

It is recommended that the City Council authorize the City Manager, or designee, to execute all documents necessary to amend the Professional Services Agreement with Roth Staffing Companies, L.P. for temporary staffing services, to increase the contract amount by \$15,000.

**ACTION/DISCUSSION****21. REVIEW AND DISCUSS THE CITY OF SOUTH PASADENA SPECIAL EVENT AND CO-SPONSORSHIP PROGRAM**Recommendation

It is recommended that the City Council:

1. Review the Special Event and Co-Sponsorship Program (Program);
2. Provide direction on staffing costs for Co-Sponsored events; and
3. Provide direction regarding business license requirements for vendors and sub-vendors of all events.

**22. ESTABLISH CREDIT CARD PROCESSING FEES FOR COMMUNITY SERVICES DEPARTMENT FOR CIVICPLUS REGISTRATION SOFTWARE**Recommendation

It is recommended that the City Council:

1. Establish the service fee model in which the customer pays the 3% Credit Card Processing Fee (CCPF) to Forte; and
2. Eliminate the current 0.25% CC PF for the Community Services Department (Department).

**23. APPROVE FUND ALLOCATION AND AUTHORIZE THE CITY MANAGER TO EXECUTE A CONTRACT AMENDMENT TO COMPLETE THE ENVIRONMENTAL REVIEW DOCUMENTS FOR THE 2021-2029 HOUSING ELEMENT AND GENERAL PLAN/ DOWNTOWN SPECIFIC PLAN FOR A TOTAL NOT TO EXCEED AMOUNT OF \$291,974**

Recommendation

It is recommended that the City Council:

1. Allocate and appropriate \$62,715 from General Fund Fund balance reserves, Account 101-0000-0000-3200-000 to fund the Community Development Department Professional Services appropriations in Account Number 101-7010-7011-8170-000; and
2. Authorize the City Manager to execute the Fourth Amendment to the Psomas Professional Services Agreement (PSA) for the Program Environmental Impact Report for the 2021-2029 Housing Element and General Plan/Downtown Specific Plan to include additional analysis and finalize related documents in the amount of \$62,715 for a total not-to-exceed amount of \$291,974.

**PUBLIC HEARING**

**24. PUBLIC HEARING TO ADOPT A RESOLUTION APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR FISCAL YEAR 2023/2024 IN THE AMOUNT OF \$130,658, WITH \$19,599 FOR THE SENIOR NUTRITION PROGRAM AND \$111,059 FOR SIDEWALK REPLACEMENTS AND AMERICAN WITH DISABILITIES (ADA) ACT RAMP UPGRADES**

**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AUTHORIZING THE ALLOCATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR THE SENIOR NUTRITION PROGRAM AND SIDEWALK REPLACEMENTS AND AMERICAN WITH DISABILITIES ACT (ADA) RAMP UPGRADES FOR FISCAL YEARS 2023/2024

Recommendation

It is recommended that the City Council conduct a public hearing and adopt a resolution to approve an allocation of the Community Development Block Grant (CDBG) funds for the Fiscal Year 2023/2024, in the total amount of \$130,658 with \$19,599 for the Senior Nutrition Program (Program) and \$111,059 for Sidewalk Replacements and ADA ramp upgrades.

**INFORMATIONAL REPORTS**

**25. RECEIVE AND FILE THE COMMUNITY SERVICES DEPARTMENT ORGANIZATIONAL AND OPERATIONAL ASSESSMENT**

Recommendation

It is recommended that the City Council receive and file a report and presentation on the Community Services Department (Department) Organizational and Operational Assessment (Assessment).

**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. 2. No new speakers will be accepted at this time.

**COMMUNICATIONS**

**27. 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.

**28. CITY MANAGER COMMUNICATIONS**

**ADJOURNMENT**

**FOR YOUR INFORMATION**

**FUTURE CITY COUNCIL MEETINGS**

April 26, 2023	Joint Special Meeting with Mobility and Transportation Infrastructure Commission (State of Streets)	6:30 P.M.
April 29, 2023	Joint Special Meeting with Planning Commission (State of Housing) War Memorial Building, 435 Fair Oaks Avenue	9:00 A.M.
May 3, 2023	Joint Special Meeting with Library Board of Trustees (Library Study Session)	6:00 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 **April 19, 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.*

04/13/2023

/S/

Date

Mark Perez, Deputy City Clerk