



**CITY OF SOUTH PASADENA  
CITY COUNCIL**

**AGENDA**

**REGULAR MEETING  
WEDNESDAY, MAY 17, 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> | Councilmember | Jack Donovan         |

**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.

**PRESENTATION****3. PRESENTATION OF THE FESTIVAL OF BALLOONS POSTER WINNERS****4. PRESENTATION OF A PROCLAMATION DECLARING MAY 2023 AS “MILITARY APPRECIATION MONTH”****5. PRESENTATION OF A PROCLAMATION DECLARING MAY 21 – 27, 2023 AS “PUBLIC WORKS WEEK”****6. MERCHANT MINUTE – THE MAYA SALON  
Azelle Santa Ana****7. PRESENTATION BY HDL ON REVENUE PROJECTIONS**

**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 \$226,379.58; GENERAL CITY WARRANTS IN THE AMOUNT OF \$653,727.46; ONLINE PAYMENTS IN THE AMOUNT OF \$78,529.44; PAYROLL IN THE AMOUNT OF \$761,799.15**Recommendation

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

**10. MONTHLY INVESTMENT REPORTS FOR MARCH 2023**Recommendation

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

**11. PURCHASE AND REPLACEMENT OF CARBON MEDIA FROM CALGON CARBON CORPORATION FOR THE WILSON WELLHEAD TREATMENT SYSTEM FOR A TOTAL NOT-TO EXCEED AMOUNT OF \$500,000**Recommendation

It is recommended that the City Council authorize the sole source purchase and replacement of carbon media from Calgon Carbon Corporation (Calgon) for a total not-to-exceed amount of \$500,000 for the Wilson Water Reservoir Wellhead Treatment System, including \$283,200 for material, \$203,386 for freight and field services, and a \$13,414 contingency for price fluctuations, analysis, and acceptance testing required by the landfill.

**12. AUTHORIZE CITY MANAGER TO EXECUTE A THIRD CONTRACT AMENDMENT WITH EUROFINS EATON ANALYTICAL, LLC FOR LABORATORY TESTING AND ANALYSIS OF POTABLE WATER SAMPLES**Recommendation

It is recommended that the City Council authorize the City Manager to execute a third contract amendment with Eurofins Eaton Analytical, LLC (Eurofins) to increase the contract value by \$65,000 and extend the agreement for laboratory testing and analysis of potable water samples professional services until September 30, 2023.

**13. INTRODUCTION AND FIRST READING OF AN ORDINANCE AMENDING CHAPTER 2 (ADMINISTRATION), ARTICLE II (OFFICERS AND EMPLOYEES GENERALLY) OF THE SOUTH PASADENA MUNICIPAL CODE ADDING SECTION 2.12 (ELECTRONIC SUBMISSION OF DISCLOSURE STATEMENTS)**Recommendation

It is recommended that the City Council:

1. Direct the City Clerk's Division to provide proper notice of the adoption of the ordinance; and
2. Introduce for first reading, by title only, the following ordinance:

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AMENDING CHAPTER 2 (ADMINISTRATION), ARTICLE II (OFFICERS AND EMPLOYEES GENERALLY) OF THE SOUTH PASADENA MUNICIPAL CODE ADDING SECTION 2.12 (ELECTRONIC SUBMISSION OF DISCLOSURE STATEMENTS)**

**14. APPROVE A PROFESSIONAL SERVICES CONTRACT WITH RANGWALA ASSOCIATES TO COMPLETE THE GENERAL PLAN UPDATE AND DOWNTOWN SPECIFIC PLAN IN AN AMOUNT NOT-TO-EXCEED \$150,900**

Recommendation

It is recommended that the City Council:

1. Allocate and appropriate \$150,900 from General 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 a Professional Services Agreement (PSA).

**15. RECEIVE AND FILE THE 2022 HOUSING ELEMENT ANNUAL PROGRESS REPORT**

Recommendation

It is recommended that the City Council receive and file the 2022 Housing Element Annual Housing Report

**16. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR APRIL 26, 2023, APRIL 29, 2023, AND MAY 3, 2023**

Recommendation

It is recommended that the City Council:

1. Approve the minutes for the April 26, 2023, Special Joint City Council Meeting with the Mobility and Transportation Infrastructure Commission; and
2. Approve the minutes for the April 29, 2023, Special Joint City Council Meeting with the Planning Commission; and
3. Approve the minutes for the May 3, 2023, Regular City Council Meeting; and
4. Approve the minutes for the May 3, 2023, Special Joint City Council Meeting with the Library Board of Trustees.

**17. AMENDMENT TO AGREEMENT WITH ACORN TECHNOLOGY SERVICES FOR INFORMATION TECHNOLOGY SUPPORT SERVICES TO INCREASE ANNUAL AMOUNT BY \$37,108 FOR A NEW TOTAL NOT-TO-EXCEED AMOUNT OF \$306,808**

Recommendation

It is recommended to authorize the City Manager or designee to execute an amendment to the agreement with Acorn Technology and increase the amount by \$37,108 annually, for a total amount not to exceed \$306,808 annually, for the continued services and management of the City's information technology infrastructure.

**18. ADOPTION OF A RESOLUTION APPROVING THE FISCAL YEAR 2023-24 ENGINEER'S REPORT DECLARING THE CITY'S INTENTION TO PROVIDE FOR AN ANNUAL LEVY AND COLLECTION OF ASSESSMENTS AND SETTING A DATE AND TIME FOR A PUBLIC HEARING FOR THE FY 2023-24 LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT**

**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPROVING THE FISCAL YEAR 2023-24 ENGINEER'S REPORT DECLARING THE CITY'S INTENTION TO PROVIDE FOR AN ANNUAL LEVY AND COLLECTION OF ASSESSMENTS AND SETTING A DATE AND TIME FOR A PUBLIC HEARING FOR THE LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT, PURSUANT TO THE PROVISIONS OF DIVISION 15, PART 2 OF THE STREETS AND HIGHWAYS CODE OF THE STATE OF CALIFORNIA

**Recommendation**

It is recommended that the City Council:

1. Adopt the attached resolution approving the Fiscal Year (FY) 2023-24 Engineer's Report declaring the City of South Pasadena's (City) intention to provide for an annual levy and collection of assessments; and
2. Schedule the Public Hearing for the FY 2023-24 Lighting and Landscaping Maintenance District (LLMD) for June 21, 2023, at 7:00 p.m. in the Council Chambers.

**PUBLIC HEARING****19. ADOPTION OF AN INTERIM URGENCY ORDINANCE ESTABLISHING A 45-DAY MORATORIUM ON NO-FAULT JUST CAUSE TERMINATIONS OF TENANCY****Recommendation**

It is recommended that the City Council:

1. Adopt an Interim Urgency Ordinance to establish a 45-day moratorium on no-fault just cause terminations of tenancy; and
2. Direct staff to study the issue of terminations of tenancy for substantial remodels and develop an ordinance to be adopted prior to the expiration of the moratorium.

**ACTION/DISCUSSION****20. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR JULY 7, 2022, AND AUGUST 10, 2022****Recommendation**

It is recommended that the City Council:

1. Approve the minutes for the July 7, 2022, Special City Council Meeting; and
2. Approve the minutes for the August 10, 2022, Special Joint City Council and Planning Commission Meeting.

**21. APPROVAL OF FISCAL YEAR 2022-23 BUDGET POLICY****Recommendation**

It is recommended that the City Council approve the City's Fiscal Year 2022-23 Budget Policy.

**22. SALARY ADJUSTMENTS FOR FY 2023****RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH

PASADENA, CALIFORNIA, ADOPTING NEW JOB DESCRIPTIONS AND SALARY RANGES FOR HR ANALYST AND SENIOR HR ANALYST, RECLASSIFICATION OF THE SENIOR MANAGEMENT ANALYST AS PART OF UNREPRESENTED MANAGEMENT AND ADJUSTING FOUR CLASSIFICATIONS SALARY RANGES

Recommendation

It is recommended that the City Council:

1. Adopt a resolution adopting salary schedule changes for twelve classifications;
2. Approve usage of State and Local Fiscal Recovery Funds from account 206-3010-3041-8020-000 in the amount of \$13,403 to transfer to the General Fund to cover the salary adjustments; and
3. Appropriate \$4,005 to account 101-8030-8031-7000-000 for Community Services Department Salaries, \$28 to account 101-4010-4011-7000-000 for Police Department Salaries, \$605 to account 101-6010-6011-7000-000 for Public Works Department Salaries, \$1,781 to account 101-3010-3011-7000-000 for Finance Department Salaries, \$5,508 to account 101-8010-8011-7000-000 for Library Department Salaries, \$1,010 to Management Services Department Salaries, and \$466 to account 500-6010-6710-7000-000 Water Department Salaries.

**23. RECEIVE UPDATE AND PROVIDE DIRECTION ON NEXT STEPS FOR THE UPDATE OF THE CITY’S EXCLUSIVE REFUSE SERVICE AGREEMENT RELATED TO THE IMPLEMENTATION OF SB 1383 REQUIREMENTS**

Recommendation

It is recommended that the City Council receive a staff presentation and provide direction on next steps for the update of the City’s Exclusive Refuse Service Agreement related to the implementation of SB 1383 requirements.

**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.

**COMMUNICATIONS**

**25. COUNCILMEMBER COMMUNICATIONS**

Time allotted to speak per Councilmember is three minutes. Additional time will be allotted if necessary.

**26. CITY MANAGER COMMUNICATIONS**

**ADJOURNMENT**

**FOR YOUR INFORMATION**

**FUTURE CITY COUNCIL MEETINGS**

|               |  |           |
|---------------|--|-----------|
| May 30, 2023  | Special City Council Meeting on Housing Element Adoption and Budget Workshop | 6:00 P.M. |
| June 7, 2023  | Regular City Council Meeting and Budget Workshop                             | 7:00 P.M. |
| June 21, 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/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 **May 17, 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.*

05/11/2023

/S/

Date

Mark Perez, Deputy City Clerk