



Amended Additional Documents Distributed for the City Council Meeting of June 21, 2023

Item No.	Agenda Item Description	Distributor	Document
SP 02.	ADOPTION OF FISCAL YEAR 2023-24 ANNUAL OPERATING AND CAPITAL BUDGETS REPORT, MASTER FEE SCHEDULE AND RESOLUTION	John	Email to Council
SP 02.	ADOPTION OF FISCAL YEAR 2023-24 ANNUAL OPERATING AND CAPITAL BUDGETS REPORT, MASTER FEE SCHEDULE AND RESOLUTION	John Downs, Interim Finance Director	PowerPoint
02.	PUBLIC COMMENT - GENERAL	Yvonne LaRose	Email to Council
03.	PRESENTATION OF A PROCLAMATION DECLARING THE WEEK OF JUNE 19 TO JUNE 24, 2023 AS NATIONAL MOSQUITO CONTROL AWARENESS WEEK	Jason Farnad, District Manager	PowerPoint
07.	APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$17,792.76; GENERAL CITY WARRANTS IN THE AMOUNT OF \$441,871.66; ONLINE PAYMENTS IN THE AMOUNT OF \$91,021.02; TRANSFERS IN THE AMOUNT OF \$60,000.00; VOIDS IN THE AMOUNT OF (\$275.00); PAYROLL IN THE AMOUNT OF \$797,319.90	John	Email to Council
09.	UPDATE ON THE REMOVAL OF RACIALLY RESTRICTIVE COVENANTS FROM CITY-OWNED PROPERTIES	Yvonne LaRose	Email to Council

10.	INTRODUCTION AND FIRST READING OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA AMENDING ARTICLE X ("JUST CAUSE FOR EVICTION") TO TITLE 17 ("HEALTH AND SANITATION") OF THE SOUTH PASADENA MUNICIPAL CODE	Luis Frausto, Management Services Director	Memo for Correction
15.	APPROVAL OF THE AGREEMENT WITH PARKWOOD LANDSCAPE MAINTENANCE, INC. FOR AN ANNUAL AMOUNT UP TO \$684,000 FOR LANDSCAPE MAINTENANCE SERVICES FOR A TERM OF THREE YEARS	Barbara Eisenstein	Email to Council
15.	APPROVAL OF THE AGREEMENT WITH PARKWOOD LANDSCAPE MAINTENANCE, INC. FOR AN ANNUAL AMOUNT UP TO \$684,000 FOR LANDSCAPE MAINTENANCE SERVICES FOR A TERM OF THREE YEARS	Mark Anthony Jimenez, Management Analyst	PowerPoint
18.	COUNCILMEMBER COMMUNICATIONS	Councilmember Michael Cacciotti	PowerPoint

From: [John C.](#)
To: [City Council Public Comment](#)
Subject: Email comment for June 21, 2023 South Pasadena special joint meeting
Date: Saturday, June 17, 2023 12:44:51 PM

CAUTION: This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To South Pasadena Mayor Jon Primuth, Mayor Pro Tem Evelyn Zneimer, Councilmember Jack Donovan, Councilmember Michael Cacciotti, and Councilmember Janet Braun

The South Pasadena City Council should approve the three new positions below and one new reclassified position below.

The three new positions the city of South Pasadena City Council should have on there budget are below:

Police Sergeant (Office of Professional Standards)
Police Clerk I
Police Administrative Secretary

Total from general fund 101 \$193,263

The one new reclassified position that should be on the City of South Pasadena budget is below

Fire Management Aide (Part time) cost \$46,476 to Management Assistant (Full time) cost \$112,322
General fund 101 burden \$65,846

Total money saving below:

General funds saving on new positions \$296,952
Other Funds saving on new positions \$300,387
Total of all fund savings on new positions \$597,339

General Funds savings on fully burden cost difference for new reclassified positions \$85,382
Other Funds saving on fully burden cost difference for new reclassified positions \$2,105
Total of all fund savings on burden cost difference for new reclassified positions \$87,487

General found saving on after reclass on new reclassified positions \$374,039
Other funds savings on after reclass on new reclassified positions \$19,116
Total of all fund savings on after reclass on new reclassified positions \$393,155

All other new positions and reclassified positions should be put on hold until city gets a hold on the surprised invoices and the Landscaping and Light Maintenance District issue.

From, John

[Sent from Yahoo Mail on Android](#)

City Council Draft Proposed FY 2023-24 Budget

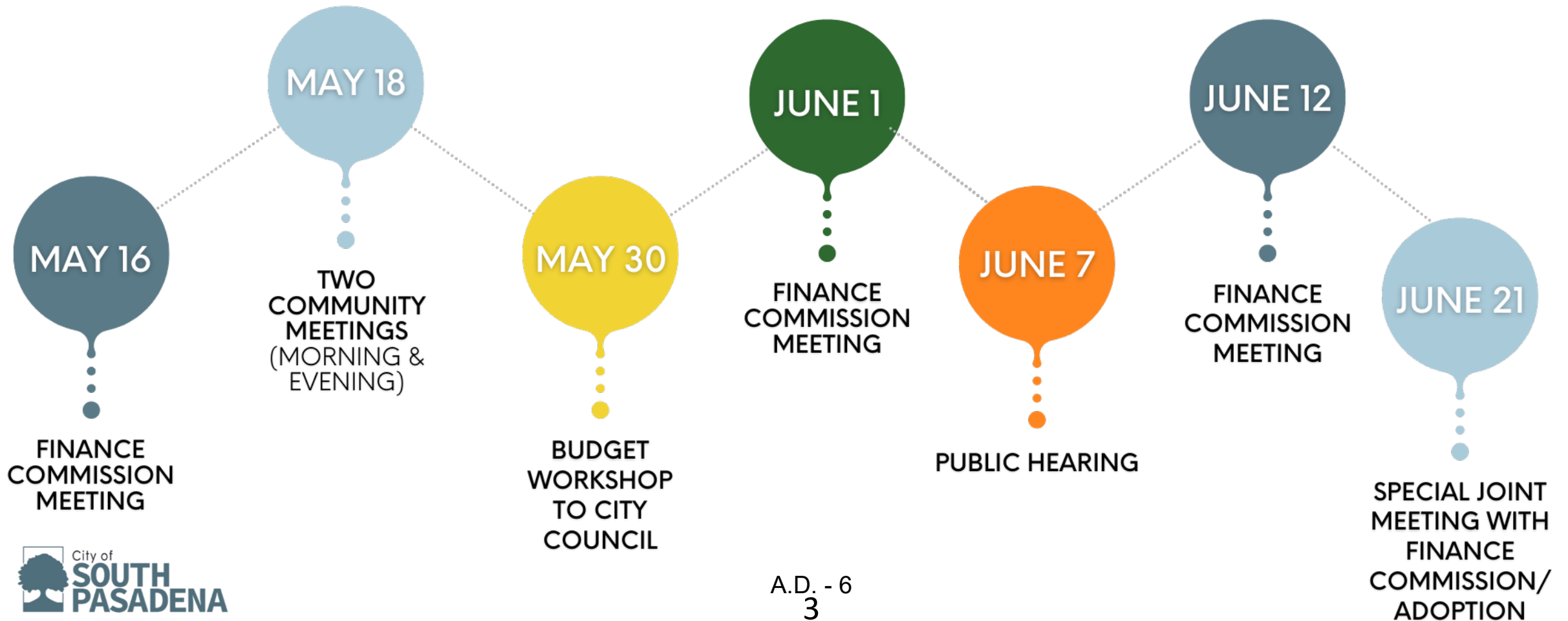
June 21, 2023

Prepared By: South Pasadena Finance Department

Proposed FY 23-24 Budget

- Zero-based budget
- Collaborative effort across all departments
- Significant community engagement
- Continuing 'clean up' efforts
- Unanticipated responsibilities that must be addressed

Community Engagement: Public Meetings



City Council Direction from May 30 Workshop

- Reclassifying a Management Analyst from Community Services for Senior Dial-a-Ride from General Fund to Local Transit Return “A” Fund
 - Reduce General Fund expenditures by \$92,706
- Reduction of legal fees due to new contract
 - Reduce General Fund expenditures by \$80,000
- Reduction of Senior Nutrition Program from General Fund to be partially funded by CDBG
 - Reduce General Fund expenditures by \$7,806
- Reflect revenue from Senior Meals based on numbers provided by Community Services
 - Increase General Fund revenue by \$39,600.
- Total savings of **\$180,512** to General Fund

City Council Direction from June 7 Meeting

Council directed the below budget changes:

- Lighting and Landscaping Maintenance District is to be funded in FY 2023-24.
 - Transfer \$774,171 from GF #101 to LLMD #215 (Pg 25)
- Chamber of Commerce Business Improvement Tax (BIT) funding level shall be set at \$128,500, and the South Pasadena Rose Float Association Foundation shall receive a \$12,000 contribution directly from the City Council
 - Increase \$23,000 to BIT funding (Pg 75)
 - Increase \$12,000 to General Fund (Pg 67)
- City Council priority projects have been identified and resourced as follows:
 - Transfer \$150,000 for Library Master Plan from General Fund to CIP (Pg 52)
 - Appropriate \$25,000 of General Fund for Multi-Cultural Event (Pg 67)

Reserves Balance FY 23-24

Please refer to page 24 & 26 in the Budget document.

DESIGNATED RESERVES FY 22-23	Beginning Balance FY 23-24	Additions	Deletions	Ending Balance FY 23-24
Arroyo Golf Course / Bike Trail	600,000			600,000
CalTrans Vacant Lot Purchases	392,000			392,000
Legal Reserve	500,000			500,000
Library Expansion	200,000			200,000
Maint. Yard / Comm. Ctr	267,067			267,067
Renewable Energy Sources Reserve	700,000			700,000
Storm Water	300,000		300,000	-
Financial Sustainability Reserve	900,000			900,000
Slater Reimbursement Reserve	305,876			305,876
Vehicle Replacement Reserve	100,000			100,000
Mental Health Reserve	200,000		200,000	-
Total:	4,464,943	-	500,000	3,964,943

ASSIGNED RESERVES FY 22-23	Beginning Balance FY 23-24	Additions	Deletions	Ending Balance FY 23-24
Stables CIP Reserve	62,998	-		62,998
Total:	62,998	-	-	62,998

Personnel Changes & Scenarios

- Scenario 1 – Approve all requested positions as presented in budget.
 - These nine new positions and five reclassifications were first presented in the budget presented to the Finance Commission on May 16th.
- Scenario 2 – Staff and Finance Commission recommended action: Consider reprioritized personnel changes of five new positions and three reclassifications.
- Scenario 3 – No position changes approved with this budget until 5-year projections and re-allocation completed.
 - Staff to return to Council to prioritize workload

Note: The analysis for these position changes considers the fully burden costs for each position. The fully burden cost take into account of the top step annual salary, benefits, retirement, and payroll taxes.

Scenario 1 : New Positions (as budgeted)

	Department	Position	Fund	Fully Burden Cost
1.	Finance	Accounting Technician I	101	40,007
	Finance	Accounting Technician I	210	4,445
	Finance	Accounting Technician I	500	44,452
		Subtotal:		88,904
2.	Management Services	Human Resource Specialist	101	73,939
	Management Services	Human Resource Specialist	500	13,048
		Subtotal:		86,987
3.	Police	Sergeant (Office of Professional Standards)	101	78,207
		Subtotal:		78,207
4.	Police	Police Clerk I	101	39,879
		Subtotal:		39,879
5.	Police	Administrative Secretary	101	75,177
		Subtotal:		75,177
6.	Public Works	Principal Engineer	101	42,424
	Public Works	Principal Engineer	101	10,606
	Public Works	Principal Engineer	210	21,212
	Public Works	Principal Engineer	230	5,303
	Public Works	Principal Engineer	239	5,303
	Public Works	Principal Engineer	500	21,212
		Subtotal:		106,061

Scenario 1 : New Positions (as budgeted), continued

	Department	Position	Fund	Fully Burden Cost
7.	Public Works	Management Analyst	503	72,704
			Subtotal:	72,704
8.	Public Works	Water Operations Supervisor	500	56,353
	Public Works	Water Operations Supervisor	500	56,353
			Subtotal:	112,707
9.	Community Development	Management Assistant	101	99,977
			Subtotal:	99,977
			Total General Fund:	460,215
			Total Other Funds:	300,387
				-
			Total All Funds For 9 New Positions:	760,602

Scenario 1 : Reclassified Positions (as budgeted)

	Department	Reclassification	Fund	Prior to Reclass	After Reclass	Fully Burden Cost Difference
1.	Fire	Management Aide (PT) to Management Assistant (FT)	101	46,476	112,322	65,846
2.	Community Development	Community Improvement Coordinator (PT) to Community Improvement Coordinator (FT)	101	55,397	78,756	23,360
3.	Management Services	Management Analyst to Senior Human Resource Analyst	101	96,394	108,324	11,930
			500	17,011	19,116	2,105
		Subtotal of Senior Human Resource Analyst:		113,405	127,440	14,036
4.	Community Services	Community Services Coordinator (PT) to Community Services Coordinator (FT)	101	55,534	99,762	44,228
5.	Community Services	Management Aide (PT) x 2 to Management Aide (FT)	101	81,333	87,197	5,864
		Total General Fund:		335,133	486,361	151,228
		Total Other Funds:		17,011	19,116	2,105
		Total All Funds:		352,144	505,477	153,334

Scenario 2 : New Positions (as proposed)

	Department	Position	Fund	Fully Burden Cost
1.	Finance	Accounting Technician I	101	40,007
	Finance	Accounting Technician I	210	4,445
	Finance	Accounting Technician I	500	44,452
			Subtotal:	88,904
	Management Services	Human Resource Specialist	101	-
	Management Services	Human Resource Specialist	500	-
			Subtotal:	-
2.	Police	Sergeant (Office of Professional Standards)	101	78,207
			Subtotal:	78,207
	Police	Police Clerk I	101	-
			Subtotal:	-
	Police	Administrative Secretary	101	-
			Subtotal:	-
3.	Public Works	Principal Engineer	101	42,424
	Public Works	Principal Engineer	101	10,606
	Public Works	Principal Engineer	210	21,212
	Public Works	Principal Engineer	230	5,303
	Public Works	Principal Engineer	239	5,303
	Public Works	Principal Engineer	500	21,212
			Subtotal:	106,061

Scenario 2 : New Positions (as proposed), continued

	Department	Position	Fund	Fully Burden Cost
4.	Public Works	Management Analyst	503	72,704
			Subtotal:	72,704
5.	Public Works	Water Operations Supervisor	500	56,353
	Public Works	Water Operations Supervisor	500	56,353
			Subtotal:	112,707
	Community Development	Management Assistant	101	-
			Subtotal:	-
			Total General Fund:	171,244
			Total Other Funds:	287,339
				-
			Total All Funds For Revised Positions:	458,583

Personnel Changes & Scenarios

- Scenario 2 – Position Changes are revised to reflect certain positions removed.
- Reduction in expenditure: from (9) new to **(5) new** positions:
 - General Fund - \$288,971
 - Other Funds - \$13,048

	Scenario 1	Scenario 2	Difference
General Fund	\$ 460,215	\$ 171,244	\$ (288,971)
Other Funds	300,387	287,339	(13,048)
Total All Funds	\$ 760,602	\$ 458,583	\$ (302,019)

Scenario 2 : Reclassified Positions (as proposed)

	Department	Reclassification	Fund	Prior to Reclass	After Reclass	Fully Burden Cost Difference
1.	Fire	Management Aide (PT) to Management Assistant (FT)	101	46,476	112,322	65,846
2.	Community Development	Community Improvement Coordinator (PT) to Community Improvement Coordinator (FT)	101	55,397	78,756	23,360
3.	Management Services	Management Analyst to Senior Human Resource Analyst	101	96,394	108,324	11,930
			500	17,011	19,116	2,105
		Subtotal of Senior Human Resource Analyst:		113,405	127,440	14,036
	Community Services	Community Services Coordinator (PT) to Community Services Coordinator (FT)	101	55,534	55,534	-
	Community Services	Management Aide (PT) x 2 to Management Aide (FT)	101	81,333	81,333	-
		Total General Fund:		198,266	299,403	101,136
		Total Other Funds:		17,011	19,116	2,105
		Total All Funds:		215,277	318,519	103,242

Reduction from 5 reclassifications
to 3 reclassifications

	As Budgeted	Remove 2 reclass	Difference
General Fund	\$ 151,228	\$ 101,136	\$ (50,092)
Other Funds	2,105	2,105	-
Total All Funds	\$ 153,333	\$ 103,241	\$ (50,092)

Summary of Scenarios – New Positions

	Scenario 1		Scenario 2		Change
	As Budgeted on June		Removed 4 New Position		
New Positions					
General Fund	\$	460,215		171,244	(288,971)
Other Funds		300,387		287,339	(13,048)
Total New Positions	\$	760,602	\$	458,583	\$ (302,019)

General Fund	As Budgeted	
Beginning Balance 07/01/23	\$	19,399,993
Revenues		39,563,231
Expenditures		(39,487,055)
Transfers In		4,693
Transfers Out		(2,189,171)
Reserves Adjustment		500,000
Projected End Balance 6/30/24	\$	17,791,691

General Fund	Removed 4 New Positions	
Beginning Balance 07/01/23	\$	19,399,993
Revenues		39,563,231
Expenditures		(39,198,084)
Transfers In		4,693
Transfers Out		(2,189,171)
Reserves Adjustment		500,000
Projected End Balance 6/30/24	\$	18,080,662

Summary of Scenarios – Reclassification

	As Presented in Budget	Removed 2 reclass	Change
Reclassifications			
General Fund	\$ 151,228	\$ 101,136	\$ (50,092)
Other Funds	2,105	2,105	-
Total Reclassifications	\$ 153,333	\$ 103,241	\$ (50,092)

General Fund	As Budgeted
Beginning Balance 07/01/23	\$ 19,399,993
Revenues	39,563,231
Expenditures	(39,487,055)
Transfers In	4,693
Transfers Out	(2,189,171)
Reserves Adjustment	500,000
Projected End Balance 6/30/24	\$ 17,791,691

General Fund	Removed 2 reclass
Beginning Balance 07/01/23	\$ 19,399,993
Revenues	39,563,231
Expenditures	(39,436,963)
Transfers In	4,693
Transfers Out	(2,189,171)
Reserves Adjustment	500,000
Projected End Balance 6/30/24	\$ 17,841,783

Summary of Scenario Comp – Finance Commission Recommended

	As Budgeted on June	Removed 4 New Position	Change
New Positions			
General Fund	\$ 460,215	\$ 171,244	\$ (288,971)
Other Funds	300,387	287,339	(13,048)
Total New Positions	\$ 760,602	\$ 458,583	\$ (302,019)
Reclassifications			
	As Budgeted on June	Removed 2 reclass	Change
General Fund	\$ 151,228	\$ 101,136	\$ (50,092)
Other Funds	2,105	2,105	-
Total Reclassifications	\$ 153,333	\$ 103,241	\$ (50,092)
Total General Funds	\$ 611,443	\$ 272,380	\$ (339,063)
Total All Funds	\$ 302,492	\$ 289,444	\$ (13,048)

General Fund	Removed 4 new & Removed 2 reclass
Beginning Balance 07/01/23	\$ 19,399,993
Revenues	39,563,231
Expenditures	(39,147,992)
Transfers In	4,693
Transfers Out	(2,189,171)
Reserves Adjustment	500,000
Projected End Balance 6/30/24	\$ 18,130,754

A.D. - 20
17

Personnel Changes & Scenarios

	As Budgeted on June	No new positions	Change
New Positions			
General Fund	\$ 460,215	\$ -	\$ (460,215)
Other Funds	300,387	-	(300,387)
Total New Positions	\$ 760,602	\$ -	\$ (760,602)
	As Budgeted on June	No new reclasses	Change
Reclassifications			
General Fund	\$ 151,228	\$ -	\$ (151,228)
Other Funds	2,105	-	(2,105)
Total Reclassifications	\$ 153,333	\$ -	\$ (153,333)
Total General Funds	\$ 611,443	\$ -	\$ (611,443)
Total All Funds	\$ 302,492	\$ -	\$ (302,492)

- Scenario 3 – No position changes approved with this budget until 5-year projections and re-allocation completed.
 - Staff to return to Council to prioritize workload

General Fund	As Proposed
Beginning Balance 07/01/23	\$ 19,399,993
Revenues	39,563,231
Expenditures	(38,875,612)
Transfers In	4,693
Transfers Out	(2,189,171)
Reserves Adjustment	500,000
Projected End Balance 6/30/24	\$ 18,403,134

Updated Fund Balance with Scenario 2

Fund	Description	Beginning Fund Balance	Year-End Revenues	Year-End Expenditures	Transfers In	Transfers Out	Reserve Adjustments	Ending Fund Balance
101	General Fund (Undesignated)	19,399,993	39,563,231	39,147,992	4,693	2,189,171	500,000	18,130,754
101	GF (Council Designated Reserves)	4,464,943	-	-	-	-	(500,000)	3,964,943
101	GF (Council Assigned Reserves)	62,998	-	-	-	-	-	62,998

The Funds affected by Personnel changes Scenario 2 are General Fund (101) and Water Fund (500).

500	Water	83,789,974	15,532,978	9,800,872	-	5,970,826	-	83,551,255
503	Water Efficiency Fund	965,598	282,158	364,442	-	420,000	-	463,314
505	2016 Water Revenue Bonds	(32,606,132)	-	2,501,050	2,501,050	-	-	(32,606,132)
506	SRF Loan - Water	(436,350)	-	264,966	-	-	-	(701,316)
510	Water & Sewer Impact Fees	1,133,310	209,172	-	-	-	-	1,342,482
550	Public Financing Authority	(4,054,995)	-	529,276	529,276	-	-	(4,054,995)
927	Redev. Obligations Trust Fund	132,278	196,600	196,600	-	-	-	132,278
		101,767,361	73,401,624	85,140,438	20,897,294	20,897,294	-	90,028,547
227	Successor Agency to CRA	(406,566)	196,600	200,600	-	-	-	(410,566)
	Successor Agency Total	(406,566)	196,600	200,600	-	-	-	(410,566)
	TOTAL CITY & CRA	101,360,795	73,598,224	85,341,038	20,897,294	20,897,294	-	89,617,981

Finance Commission Discussion

- Finance Commission is to stay involved in ongoing budget processes
- Voted 4-0 to recommend the City Council Adopt the Proposed Budget (with Commissioner Quade absent)
- Supported Scenario 2 for Proposed Personnel Changes
- Return on remaining proposed positions at the completion of a 5-year financial projection analyses
- Budget Policies 2 & 9 are top priority related to fiscal sustainability

Next Steps: Finance Commission

Finance Commission Work Plan:

- Deep dive into Insurance Fund and processes
- Understanding nature and purpose of all funds
- Five-year financial projections
- Bi-annual review of Budget Policies implementation
 - Mid-year
 - Year-end

Tonight's Direction: City Council

Adoption of Proposed FY 2023-24 Budget by City Council at this Joint City Council and Finance Commission meeting

1. Adopt a Resolution approving the Fiscal Year (FY) 2023-2024 through 2027-2028 Five-Year Capital Improvement Program (CIP), making a finding of consistency with the City's General Plan;
2. Adopt the Fiscal Year 2023-24 Annual Operating and Capital Budgets;
3. Approve the Five Year Capital Improvement Program; and
4. Adopt A Resolution approving the Fiscal Year 2023-24 Annual Operating and Capital Budgets.

From: [Yvonne LaRose](#)
To: [City Council Public Comment](#)
Subject: Public Comment: The Number 19
Date: Wednesday, June 21, 2023 11:56:54 AM

CAUTION: This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

We think of Juneteenth and are elated that in Galveston, Texas the slave owners who were not recognizing the Emancipation Proclamation of U.S. President Abraham Lincoln (because he was not President of the Confederate states). But in 1865, the enslaved people in Texas were finally informed that their bondage had ended.

There were many things about their lives that were intended to be changed for the better.

First, they were by virtue of no longer being destined to being a slave from birth to death, they were entitled to

- work and earn a living because of their own efforts on behalf of them and their families
- attend school in order to become educated - to learn how to read, write, do calculations
- own property in their own name
- men were thus also allowed to vote

to name a few.

But Juneteenth is not the only reason why (for a Title VII, Civil Rights Advocate) the number 19 is a reason to celebrate.

It was also the number of the Amendment that gave women the right to vote and liberate them from the restrictions placed on their humanity and rights. It was the Amendment so vigorously fought for by the Suffragettes.

It allowed women to attend institutions of higher education and thereby become vital competitors in the workplace and society.

So, there are many reasons why we remember the number 19 this month.

Viva

Yvonne LaRose, CAC

Organization Development Consultant: Diversity/Title VII, Harassment, Ethics





MOSQUITOES IN SOUTH PASADENA

Preventing mosquito-borne disease outbreaks

Presented By:

JASON FARNED | District Manager

San Gabriel Valley Mosquito and Vector Control District



MOSQUITO THREATS

World's Deadliest Creature

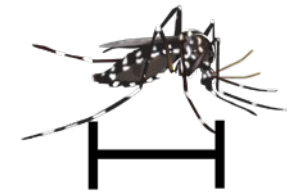
Cause over 1 million human deaths every year

Transmit mosquito-borne diseases.

Like West Nile virus, Zika, dengue, etc.

Potential to cause outbreaks.

It only takes one mosquito to bite an infected person, and then bite and pass the disease to multiple people.



1/4 Inch

MOSQUITOES IN SOUTH PASADENA

CULEX MOSQUITOES

- Native
- Active at Dusk & Dawn
- Transmit West Nile virus (“Bird Disease”)

West Nile Virus

- Flu-like symptoms for 1 in 5 people infected
- Central nervous system affected for 1 in 150 people infected

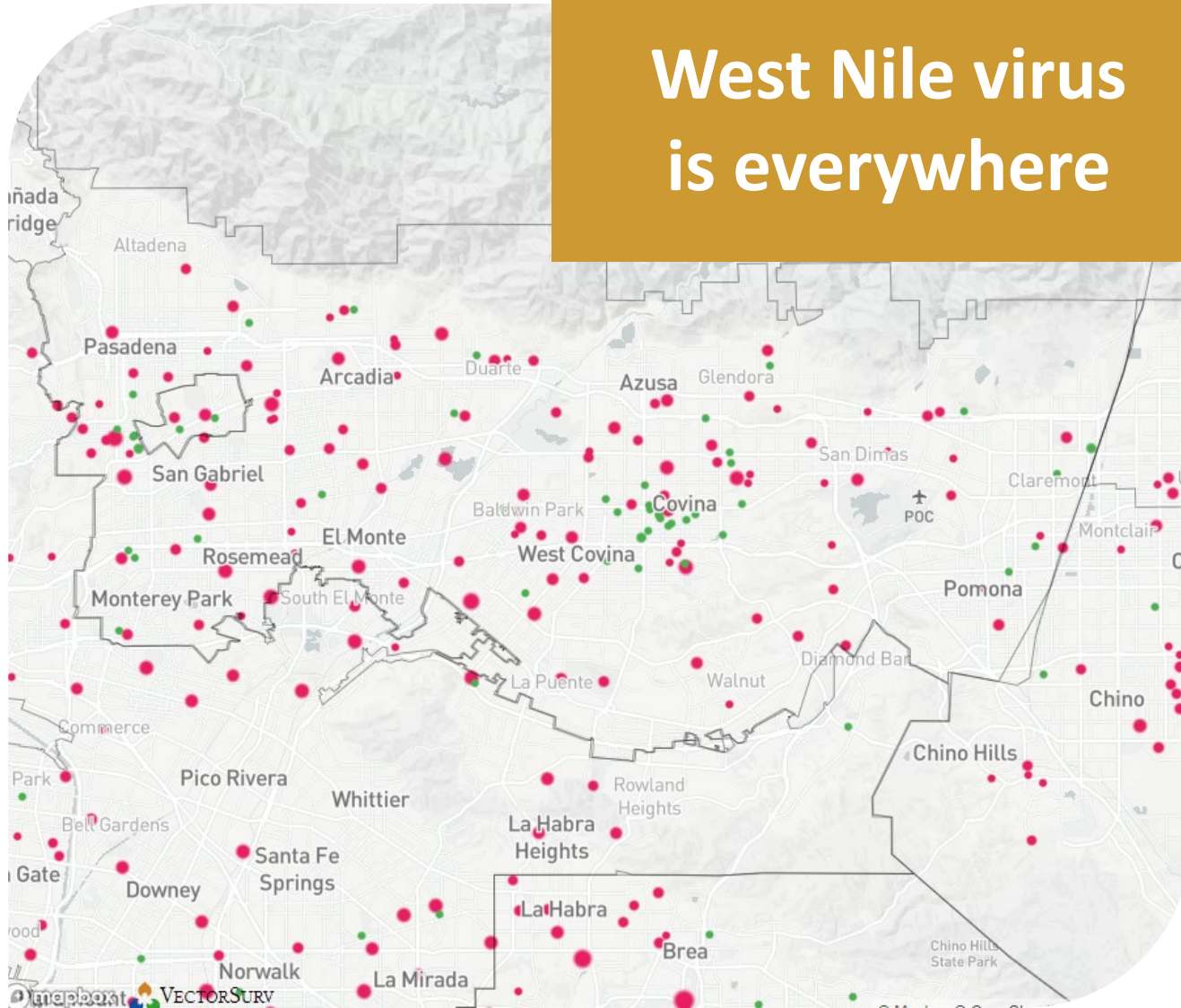


AEDES MOSQUITOES

- Invasive
- Day-time biter
- Transmits Zika, dengue, canine heartworm

- Develops resistance to adult pesticides
- No active disease transmission
- Imported travel cases
- Potential for outbreak

West Nile virus is everywhere



In California:

2022 WNV+ Mosquitoes: 3,165

2021 WNV+ Mosquitoes: 2,263

2020 WNV+ Mosquitoes: 2,628

In SGVMVCD:

2022 WNV+ Mosquitoes: 165

2021 WNV+ Mosquitoes: 190

2020 WNV+ Mosquitoes: 53

In South Pasadena:

2022 WNV+ Mosquitoes: 11

2021 WNV+ Mosquitoes: 11

2020 WNV+ Mosquitoes: 0

A bottle cap of water is enough to attract mosquitoes!



Vector Control Work in Your City

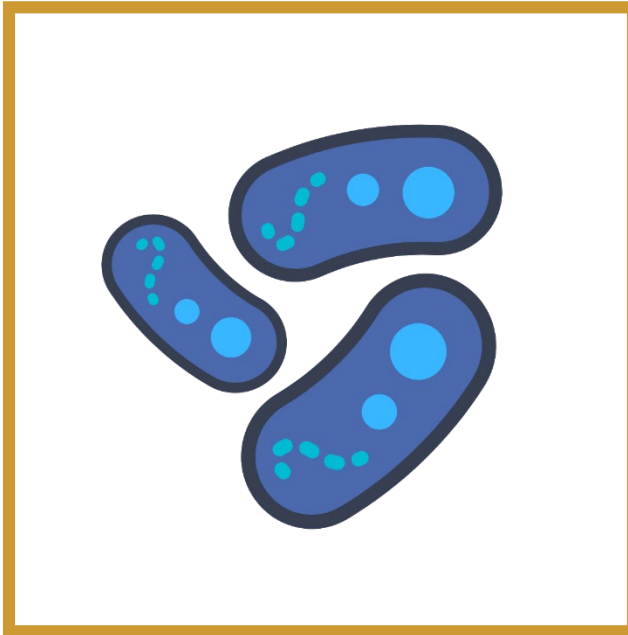


INNOVATIVE TECHNOLOGIES



IRRADIATION

Following irradiation, sterile mosquitoes mate with wild females but the resulting eggs will not hatch



WOLBACHIA

Male mosquitoes with Wolbachia will mate with wild female mosquitoes that don't have Wolbachia, resulting eggs will not hatch



SELF-LIMITING

Self-limiting gene that prevents female mosquitoes from producing offspring capable of reaching adulthood

TIP, TOSS, AND PROTECT



- **Tip** stagnant water from containers weekly
- **Toss** unused containers
- **Protect** with insect repellent
 - DEET
 - Oil of Lemon Eucalyptus (or PMD)
 - Picaridin
 - IR3535
- **Create a Bite Back Group** in your neighborhood at www.BiteBackChampion.org
- **Submit a Tip** to 626-814-9466 or www.SGVMosquito.org

From: [John C.](#)
To: [City Council Public Comment](#)
Subject: Public comment for Agenda Item 7 for June 7, 2023 South Pasadena City Council Meeting
Date: Friday, June 16, 2023 9:26:03 AM

CAUTION: This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To South Pasadena Mayor Jon Primuth, Mayor Pro Tem Evelyn Zneimer, Councilmember Jack Donovan, Councilmember, Michael Cacciotti, and Councilmember Janet Braun

Please Approve Agenda Item 7. Especially this city prepaid warrant below:

ENTERPRI - Enterprise FM Trust

316741 06/08/2023

Inv FBN4746655

Line Item Date	Line Item Description
06/07/2023	PD Vehicle Lease Payment May 2023
7,760.09	

Inv FBN4746655 Total
7,760.09

Inv FBN4770557

Line Item Date	Line Item Description
06/07/2023	PD Vehicle Lease Payment June 2023
7,760.09	

Inv FBN4770557 Total
7,760.09

316741 Total:
15,520.18

ENTERPRI - Enterprise FM Trust Total:

15,520.18

Total:
15,520.18

Also, the comment below was submitted for May 3, 2023 and May 17, 2023. This comment will be resubmitted for June 21, 2023 in case of anyone questions the Enterprise Lease contract for the South Pasadena Police Department comment below:

Please stop questing the use of the Enterprise Lease contract that South Pasadena Police Department is using because below the City of Long Beach used the Enterprise contract twice and below is how the Long Beach City Council voted. Not one city councilmember voted no. Agenda item information below:

May 12, 2015

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION: Adopt Specifications No. ITB FS15-005 and award a contract to Enterprise FM Trust, dba Enterprise Fleet Management, Inc., of St. Louis, MO, for leasing vehicles for various Police operations, in an annual amount not to exceed \$155,000, including tax and fees, for a period of four years; and, authorize the City Manager or designee to execute all documents necessary to enter into the contract, including any necessary amendments thereto. (Citywide)

DISCUSSION: City Council approval is requested to enter into a contract with Enterprise Fleet Management, Inc. (Enterprise), for the lease of up to 20 vehicles, as needed by the Police Department.

A motion was made by Councilman Andrews, seconded by Councilman Austin, to approve recommendation.

	Votes
Councilwoman Gonzalez	Yes
Vice Mayor Lowenthal	Yes
Councilwoman Price	Yes
Councilman Supernaw	Yes
Councilwoman Mungo	Yes
Councilman Andrews	Yes
Councilmember Uranga	Yes
Councilmember Richardson	Yes

October 20, 2020

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION: Adopt a Resolution authorizing the City Manager, or designee, to execute a contract, and any necessary amendments, with Enterprise FM Trust, dba Enterprise Fleet Management, Inc., of St. Louis, MO, to lease vehicles for various Police operations, on the same terms and conditions afforded to Sourcewell, formerly The National Joint Powers Alliance, in an annual amount of \$125,656, with a 10 percent contingency of \$12,565, for a total annual contract amount not to exceed \$138,221, until the Sourcewell contract expires on July 24, 2022, with the option to renew for as long as the Sourcewell contract is in effect, at the discretion of the City Manager. (Citywide)

DISCUSSION City Council approval is requested to enter into a contract with Enterprise Fleet Management, Inc. (Enterprise), for the lease of up to 20 vehicles, as needed by the Police Department for various operations. This lease agreement will allow the City to replace currently leased vehicles of various makes and models that are now at the end of their term under the previous contract.

A motion was made by Councilmember Uranga, seconded by Councilmember Richardson, to approve recommendation.

	Votes
Councilwoman Zendejas	Yes
Councilmember Pearce	Yes
Councilwoman Price	Yes
Councilman Supernaw	Yes
Councilwoman Mungo	Yes
Dee Andrews	Yes
Councilmember Uranga	Yes
Councilmember Austin	Absent
Councilmember Richardson	Yes

The city of Long Beach has been very stringent on how much city money Long Beach Police Department can spend on vehicle replacements. So the South Pasadena City council would think that the Long Beach City council would question this decision in using Enterprise by Long Beach Police Department and may

vote no on this agenda, but that did not happen as you can see above. Also, Long Beach Police Department must minimize replacements and maximize use of their current fleet. Example of this is what Long Beach Police Department was approved for over the last decade and a half. In 2011 Long Beach Police Department was approved to purchase 130 2011 Ford Crown Victoria Police Interceptors and in 2016 was approved for 64 Ford Police Interceptor Utility. Long Beach Police Department fleet is about 400 vehicles. For the South Pasadena City council to know this can be very expensive because a lot of City of Long Beach money goes into maintenance cost because most of the vehicles Long Beach Police Department uses are gassed powered vehicles.

From South Pasadena Resident,
John

From: [Yvonne LaRose](#)
To: [City Council Public Comment](#)
Subject: Public Comment: 6/21/23 Agenda Item 9: UPDATE ON THE REMOVAL OF RACIALLY RESTRICTIVE COVENANTS FROM CITY- OWNED PROPERTIES
Date: Wednesday, June 21, 2023 11:45:09 PM

CAUTION: This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

It's good to see the City is moving forward on removing the racially restrictive covenant from deeds. It would be good to see the City keep pace with the efforts being made by the County in addressing the discrimination intended by these covenants. Removing them will help us move away from our Sundown Town history.

Addressing the Sundown Town history of South Pasadena, the General Plan workshop held this weekend had one participant make the observation that all audience members was actually homogeneous by virtue of the fact that all present are homeowners in South Pasadena. Race and ethnicity was not part of the group identification; status as property owner was.

It is my desire that we continue our endeavors with that type of observation and attitude. It is my desire that it be preserved and perpetuated as we move forward to an inclusive, respectful city that values all of its citizens.

Viva
Yvonne LaRose, CAC
Organization Development Consultant: Diversity/Title VII, Harassment, Ethics



City of South Pasadena Management Services Department

Memo

Date: June 21, 2022

To: The Honorable City Council

Via: Arminé Chaparyan, City Manager *AC*

From: Luis Frausto, Management Services Director

June 21, 2023 City Council Meeting Item No. 10 Approval of City Council Meeting Minutes for June 7, 2023

The memo provides corrections to Item 10:

- Page 10 – 14: Reflects a change to the in-person public comment statement from Josh Betta in the June 7, 2023 Minutes. To read: “Josh Betta spoke regarding ~~violations of~~ the GANN Limit.”
- Page 10 – 7: Reflects a change to the comment statement and direction from Councilmember Cacciotti under item 5 in the June 7, 2023 Minutes. To read: “Councilmember Cacciotti expressed support of Alhambra and the legislation efforts related to SB710, and also requested that staff follow up with correspondence to legislators overseeing Caltrans budget related to the maintenance of property at 626 Prospect Ave. as follow up to resident Sam Burgess’ previous public comments.”

From: [Barbara Eisenstein](#)
To: [City Council Public Comment](#); [Ted Gerber](#); [Armine Chaparyan](#)
Subject: CC meeting, 6/21/23, Item 15, park maintenance agreement with Parkwood Landscape Maint.
Date: Friday, June 16, 2023 2:00:40 PM
Attachments: [CityCouncil_ParkMaint_Item15_230621.pdf](#)

CAUTION: This email originated from outside of the City of South Pasadena. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you for accepting my comments for Item 15 of the 6/21/23 City Council meeting. These pertain to the work proposal and contract for Parkwood Landscape Maintenance, Inc. and the City of South Pas. I hope they are helpful in ensuring that all of our parks, including the Arroyo Seco Woodland and Wildlife Park, are maintained at an acceptable level.

Yours,
Barbara Eisenstein

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[Check Calendar for Upcoming Volunteer Days](#)

To: City Council
From: Barbara Eisenstein, 1852 Monterey Road, Friends of South Pasadena Nature Park
Date: 6/16/2023

City Council Meeting, 6/21/23
Comments on Item 15 – Agreement with Parkwood Landscape Maintenance, Inc.

Thank you for accepting my comments on the Landscape Maintenance proposal as it pertains to the Arroyo Seco Woodland and Wildlife Park. They are shown in red italics, the non-italicized text was taken from Item 15 in the agenda package.

1. 1.07 IRRIGATION SYSTEMS - RESPONSIBILITY, MAINTENANCE, WATERING, 15-34 (243)
 Arroyo Seco Woodland and Wildlife Park 100 Pasadena Ave., South Pasadena, CA Automatic, 15-35 (244)

The automatic irrigation system in the Arroyo Wildlife Park stopped functioning and was turned off about a year after it was installed in 2004. Water is delivered to three in ground quick release spigots (Pasadena Ave, center of park, east end of park). There is no automatic irrigation and no need for checks of such, other than at the 3 spigots.

2. Exhibit B Costs - Parkwood Landscape Maintenance, Inc., 15-51 (269)
 Arroyo Seco Woodland & Wildlife Park, 15-59 (269)

Arroyo Seco Woodland and Wildlife Park	A092	Litter removal	Weekly	\$ <u>132.00</u> (per week)
Arroyo Seco Woodland and Wildlife Park	A093	Inspect quick coupling spigots for leaks and repair	Weekly	\$ <u>6.00</u> (per week)

The following items should be included in the maintenance agreement:

1. **Removal of large discarded items.** Does litter removal include clearing out homeless encampments, furniture, and other larger discarded items? This should be clearly specified.
2. **Path maintenance.** The paths require maintenance such as leveling surfaces, removing rocks, weed eradication, spreading of inorganic mulch, and generally ensuring that they are safe for visitors.
3. **Weed abatement.** Large invasive trees, especially *Ailanthus altissima* (Tree-of-heaven) require the use of herbicides for their control. Also, the removal of poison oak growing near or over paths, and other large nonnative trees and shrubs are important maintenance items.
4. **Replenishment of mulch.** Organic mulch is used by the volunteer group for weed control. It should be delivered to the park quarterly.

General comments

Since the opening of this 4-acre nature park in 2004, it has been maintained largely through the efforts of a volunteer organization, Friends of South Pasadena Nature Park. The above maintenance items are beyond the ability of volunteers and should be included in the work specified for the city’s park maintenance proposal. I would also like to note that the weekly allowance for maintenance of this park, \$372/week plus any hourly charges, is well below any other comparable recreational area in the city. Furthermore, it is about 1/3 the amount allocated in an earlier park maintenance budget (see below).

The city should be planning for the possibility that it will have to take on its full responsibility for park maintenance in the future to fulfill its stated obligation to maintain the park in perpetuity. This would include typical maintenance items shown in the proposed Agreement with Parkland Maintenance, Inc. for other parks in the city: weed control, litter and garbage removal, irrigation, path maintenance, pruning, etc.

PREVIOUS ANNUAL LANDSCAPE MAINTENANCE WORK LIST (Possibly from 2017)

MEDIANS WITHOUT PLANTING

<u>Item</u>	<u>Price per month</u>	<u>Frequencies</u>
• Weed Abatement	\$ <u>90.00</u>	<u>weekly</u>
• Trash Removal & Clean Up	\$ <u>90.00</u>	<u>3 x's per wk</u>
TOTAL:	\$ <u>180.00</u>	

CITY HALL AND PARKING LOTS

• Trimming all ivy and shrubs	\$ <u>60.00</u>	<u>as needed</u>
• Washing courtyards, emptying trash	\$ <u>60.00</u>	<u>weekly</u>
• Sweeping sidewalks and approaches around City Hall, Fire Dept., and parking lots	\$ <u>60.00</u>	<u>weekly</u>
• Cleaning tree wells and weeding	\$ <u>30.00</u>	<u>weekly</u>
• Detailing plants in planters	\$ <u>15.00</u>	<u>as needed</u>
• Tree skirting	\$ <u>15.00</u>	<u>monthly</u>
• Empty trash cans	\$ <u>15.00</u>	<u>3 x's per wk</u>
• Manually watering plants	\$ <u>15.00</u>	<u>2 x's per wk</u>
• Remove all litter throughout parking areas	\$ <u>15.00</u>	<u>weekly</u>
• PM irrigation and repairs	\$ <u>30.00</u>	<u>weekly</u>
• Rotate annuals at City Hall	\$ <u>60.00</u>	<u>2 x's per yr</u>
• Weed Abatement	\$ <u>15.00</u>	<u>weekly</u>
TOTAL:	\$ <u>390.00</u>	

FREEWAY SIGN

• Detailing ground cover	\$ <u>60.00</u>	<u>weekly</u>
• Weed Abatement	\$ <u>30.00</u>	<u>weekly</u>
• Transplanting – Re-seeding	\$ <u>15.00</u>	<u>2 x's per yr.</u>
• PM irrigation, repair and irrigation reports	\$ <u>30.00</u>	<u>weekly</u>
• Maintenance of walkways	\$ <u>30.00</u>	<u>weekly</u>
• Spreading mulch	\$ <u>15.00</u>	<u>2 x's per yr.</u>
• Pest control	\$ <u>15.00</u>	<u>2 x's per yr</u>
• Fertilizing	\$ <u>30.00</u>	<u>4 x's per yr</u>
• Pick up trash	\$ <u>120.00</u>	<u>weekly</u>
TOTAL:	\$ <u>345.00</u>	

SERVICE FACILITY

• Detailing shrubs and pruning on Mission and El Centro	\$ <u>60.00</u>	<u>as needed</u>
• Clean up and fertilizing	\$ <u>15.00</u>	<u>weekly</u>
• Weeding and pest control	\$ <u>30.00</u>	<u>weekly</u>
• PM Irrigation and repairs including written report	\$ <u>30.00</u>	<u>weekly</u>
• Graffiti removal	\$ <u>15.00</u>	<u>weekly</u>
• Edging, trimming all areas	\$ <u>30.00</u>	<u>weekly</u>
• Sweeping all concrete areas and sidewalks	\$ <u>30.00</u>	<u>weekly</u>
TOTAL:	\$ <u>210.00</u>	

ARROYO SECO WOODLAND & WILDLIFE PARK

• Litter removal	\$ <u>240.00</u>	<u>weekly</u>
• Graffiti removal	\$ <u>60.00</u>	<u>weekly</u>
• PM irrigation and repairs	\$ <u>150.00</u>	<u>weekly</u>
• Filling low areas in pathways and horse trail	\$ <u>60.00</u>	<u>weekly</u>
• Plant detailing	\$ <u>150.00</u>	<u>1 x per yr.</u>
• Plant dividing and transplanting	\$ <u>60.00</u>	<u>weekly</u>
• Mulching	\$ <u>60.00</u>	<u>weekly</u>
• Weed abatement	\$ <u>60.00</u>	<u>weekly</u>
• Poison oak abatement	\$ <u>150.00</u>	<u>1 x per yr.</u>
• Tree skirting	\$ <u>60.00</u>	<u>weekly</u>
TOTAL:	\$ <u>1,050.00</u>	

ANNUAL LANDSCAPE MAINTENANCE TOTAL (Monthly Total X 12): \$ 17,284.00

Award of Contract for City Landscaping Services

June 21, 2023

Prepared By: Public Works Department

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Request for Proposal Timelines

RFP Event	Description	Date
RFP – Release	Direct Solicitation and release to Planet Bids	Released on February 3, 2023
Proposal Deadline	Closing date; proposal accepted until 4pm	Closed on February 23, 2023
Site Visit Walkthrough	Q&A – Site Visit with Vendors	Conducted on February 13, 2023
Proposal Evaluation	City Staff Reviewing Proposals	March – May
Award of Contract	City Council awards contract at open meeting	June 21, 2023

Process

- **In total, the RFP was sent to a total of Seventy Three (73) businesses, including those who offer landscaping services to nearby cities.**
- **Of the Seventy Three, Nine (9) firms expressed interested and submitted a proposal.**

Evaluation

- **Lowest Responsible Bidder.**
- **Weekly Monthly, and Semi-annual requirements for various Landscaping Tasks at the City Parks, Facilities, Medians, and Easements. Contract requires the use of electric equipment only, with certain exceptions in uncommon circumstances.**
- **Parkwood Landscape Maintenance Contract terms: Initial term of three (3) years, with two one-year renewal options.**

City Council Communications

June 21, 2023

Councilmember Michael A. Cacciotti

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City of
**SOUTH
PASADENA**

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Electric Leaf Blower Demonstration

Tuesday, June 27
9:00am - 1:00pm
Garfield Park
1000 Park Ave.

- Enforcement is in full effect!
- Test out different electric leaf blower models
- Get your questions about the ban answered
- Receive assistance with applying for discount programs
- Bilingual staff ready to assist
- For more information, visit:

www.SouthPasadenaCA.gov/LeafBlowers



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Community Highlights



Community Highlights



Community Highlights



Community Highlights



Community Highlights



Community Highlights



Community Highlights



Community Highlights



Community Highlights



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