



**CITY OF SOUTH PASADENA
CITY COUNCIL**

AMENDED AGENDA

**REGULAR MEETING
WEDNESDAY, AUGUST 16, 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
- 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.
- 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

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.

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. **STAFF INTRODUCTION**

City Manager's Office:

Aimee Gibbs, Administrative Secretary

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 \$1,613,669.90; GENERAL CITY WARRANTS IN THE AMOUNT OF \$1,439,894.88; ONLINE PAYMENTS IN THE AMOUNT OF \$167,486.93; TRANSFERS IN THE AMOUNT OF \$39,358.19; PAYROLL IN THE AMOUNT OF \$2,556,143.51**

Recommendation

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

6. **MONTHLY INVESTMENT REPORTS FOR JUNE 2023**

Recommendation

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

7. **JULY 2022 – JUNE 2023 BUDGET UPDATE**

Recommendation

Staff recommends that the City Council receive and file the July 2022 -June 2023 Budget Update Report.

8. **CONSIDERATION OF APPROVAL OF CITY COUNCIL MEETING MINUTES FOR JULY 19, 2023**

Recommendation

It is recommended that the City Council consider the approval of the minutes for the July 19, 2023, Regular City Council Meeting.

9. **CONSIDER APPROVAL OF AN ADDENDUM TO THE ENGAGEMENT LETTER FOR SPECIAL COUNSEL LEGAL SERVICES WITH AKIN GUMP STRAUSS HAUER & FELD, LLP, RELATED TO CALTRANS MATTERS FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$141,000**

Recommendation

It is recommended that the City Council:

1. Consider approval of an addendum to the Engagement Letter with Akin Gump Strauss Hauer & Feld, LLP (Akin) for a new total not-to-exceed amount of \$141,000 and authorize the City Manager to execute the same;
2. Appropriate \$71,063.10 to Account #101-2010-2501-8163-000 for Fiscal Year 2022-2023; and
3. Appropriate \$53,000 to Account #101-2010-2501-8163-000 for Fiscal Year 2023- 2024.

10. **CONSIDERATION OF APPROVAL OF AN AGREEMENT WITH THE SOUTH PASADENA CHAMBER OF COMMERCE FOR ECONOMIC DEVELOPMENT ACTIVITIES THROUGH FUNDING ALLOCATION OF BUSINESS IMPROVEMENT TAX (BIT) REVENUES AND GENERAL FUND RESERVES IN THE AMOUNT OF \$128,500**

Recommendation

It is recommended that the City Council consider approval of an agreement with the South Pasadena Chamber of Commerce (Chamber) for economic development activities through funding allocation of Business Improvement Tax (BIT) revenues and general fund reserves in the amount of \$128,500.

11. **ORDINANCE OF THE CITY OF SOUTH PASADENA GRANTING AUTHORITY TO THE CITY MANAGER TO EXECUTE CERTAIN CONTRACTS AND OTHER LEGAL INSTRUMENTS AND AMENDING SECTION 2-18-6 OF THE SOUTH PASADENA MUNICIPAL CODE**

ORDINANCE

AN ORDINANCE OF THE CITY OF SOUTH PASADENA GRANTING AUTHORITY TO THE CITY MANAGER TO EXECUTE CERTAIN CONTRACTS AND OTHER LEGAL INSTRUMENTS AND AMENDING SECTION 2.18-6 OF THE SOUTH PASADENA MUNICIPAL CODE

Recommendation

It is recommended that the City Council introduce for first reading and waive full reading of the Ordinance entitled "Ordinance of the City of South Pasadena Granting Authority to the City Manager to Execute Certain Contracts and Other Legal Instruments and Amending Section 2-18-6 of the South Pasadena Municipal Code."

12. **CONSIDERATION OF THE APPROVAL OF THE FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH TRUEPOINT SOLUTIONS, INC. FOR ADDITIONAL ACCELA LICENSES FOR THE CITY'S CASE MANAGEMENT AND ONLINE PERMITTING SYSTEM AND AN EXTENSION OF THE LICENSES IN AN AMOUNT NOT-TO-EXCEED \$38,440**

Recommendation

It is recommended that the City Council consider the approval of the First Amendment to the Professional Services Agreement with TruePoint Solutions, Inc. for ten (10) additional licenses subscriptions, and an extension of the term of the licenses through June 30, 2024 in the amount of \$38,440, for a total not-to-exceed amount of \$291,007 and authorize the City Manager to execute the amendment.

13. **CONSIDERATION OF ADOPTION OF A RESOLUTION APPROVING A PURCHASE ORDER WITH DELL MARKETING, LP., IN THE AMOUNT NOT-TO-EXCEED OF \$75,000 FOR THE FIRST PHASE OF THE THREE-YEAR HARDWARE REPLACEMENT PROGRAM, UTILIZING THE NASPO VALUEPOINT COOPERATIVE PURCHASING PROGRAM**

Recommendation

It is recommended that the City Council consider:

1. Adopting a resolution approving a purchase order with Dell Marketing, LP. in the amount not to exceed \$75,000, authorizing the use of the National Association of State Procurement Officials (NASPO) ValuePoint Cooperative Purchasing Program for the purchase, and
2. Authorize the City Manager to effectuate the purchase.

14. **APPROPRIATION OF FUNDS RECEIVED FOR LEGAL SERVICES RELATED TO THE MOFFAT STREET LITIGATION**

Recommendation

It is recommended that the City Council:

1. Appropriate \$90,132.37 for Fiscal Year 2022-2023 from the General Fund; and
2. Appropriate \$29,145.59 for Fiscal Year 2023-2024 from the General Fund.

15. CONSIDER PAYMENT FOR CONSULTING SERVICES WITH INTERWEST CONSULTING GROUP FOR PAST INVOICES IN THE AMOUNT OF \$19,365

Recommendation

It is recommended that the City Council consider the approval of payment to Interwest Consulting Group (Interwest) for past invoices in the amount of \$19,365.

16. QUARTERLY INFORMATIONAL UPDATE OF THE CITYWIDE ELECTRIFICATION PROJECT

Recommendation

It is recommended that the City Council receive an update on the status of the citywide electrification project.

17. RECEIVE AND FILE THE FOURTH QUARTER 2021-2026 STRATEGIC PLAN UPDATE

Recommendation

It is recommended that the City Council receive and file the Fourth Quarter 2021-2026 Strategic Plan update.

18. CONSIDERATION OF A RESOLUTION ESTABLISHING FOUR NEW EMPLOYEE CLASSIFICATIONS, JOB DESCRIPTIONS AND SALARY SCHEDULES; APPROVING A RECLASSIFICATION FOR AN EXISTING POSITION; AND REMOVING A CLASSIFICATION FROM A BARGAINING UNIT

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA ADOPTING JOB DESCRIPTIONS AND SALARY RANGES FOR PRINCIPAL ENGINEER, FACILITIES AND PARKS SUPERVISOR, HUMAN RESOURCE ANALYST, AND SENIOR HUMAN RESOURCE ANALYST POSITIONS, AND APPROVING THE RECLASSIFICATION OF AN EXISTING MANAGEMENT ANALYST POSITION IN MANAGEMENT SERVICES AND A BARGAINING REPRESENTATION CHANGE FOR THE SENIOR MANAGEMENT ANALYST CLASSIFICATION

Recommendation

It is recommended that the City Council consider adoption of a Resolution to: (a) approve and establish four classifications and their respective job specifications and salary schedules; (b) approve the reclassification of a current Management Analyst position to a Human Resources Analyst classification; and (c) approve moving the Senior Management Analyst classification from the Public Service Employees' Association (PSEA) bargaining unit into the unrepresented Management Employees group.

PUBLIC HEARING

19. APPROVAL OF DRAFT LOCAL HAZARD MITIGATION PLAN FOR THE CITY OF SOUTH PASADENA FOR SUBMISSION TO AND APPROVAL BY CALIFORNIA STATE OFFICE OF EMERGENCY SERVICES AND THE FEDERAL EMERGENCY MANAGEMENT AGENCY

Recommendation

It is recommended that the City Council:

1. Hold a Public Hearing to hear objections to the approval of the draft Local Hazard Mitigation Plan (LHMP); and
2. Approve the Draft LHMP for the City of South Pasadena (City); and
3. Direct staff to submit the Draft LHMP to the California State Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA) for final approval.

ACTION/DISCUSSION

20. CONSIDERATION OF APPROVAL OF CITY COUNCIL MEETING MINUTES FOR JUNE 1 2022 AND OCTOBER 3, 2022

Recommendation

It is recommended that the City Council:

1. Approve the minutes for the June 1, 2022, City Council Meeting; and
2. Approve the minutes for the October 3, 2022, Special City Council Meeting.

PUBLIC COMMENT – CONTINUED

21. 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

22. 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.

23. CITY MANAGER COMMUNICATIONS

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

September 6, 2023	Special Joint City Council Meeting with Ad Hoc Facilities	6:01 P.M.
September 6, 2023	Regular City Council Meeting	7:00 P.M.
September 18, 2023	Special City Council Meeting	7:00 P.M.
September 27, 2023	Special 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


Regular meetings are live streamed via the internet at:

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 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. 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 **August 16, 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.*

08/15/2023

/S/

Date

Mark Perez, Deputy City Clerk