



CITY OF SOUTH PASADENA  
CITY COUNCIL

AGENDA

REGULAR MEETING  
WEDNESDAY, MARCH 20, 2024, 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	Evelyn G. Zneimer
<b>ROLL CALL:</b>	Mayor	Evelyn G. Zneimer
	Mayor Pro Tem	Jack Donovan
	Councilmember	Jon Primuth
	Councilmember	Michael A. Cacciotti
	Councilmember	Janet Braun
<b>PLEDGE OF ALLEGIANCE:</b>	Councilmember	Michael A. Cacciotti

**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 speakers are 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. PROCLAMATION DECLARING APRIL 9, 2024 AS “LIBRARY VOLUNTEER RECOGNITION DAY”****4. REDESIGN OF LEARNING RECOGNITION****CHANGES TO THE AGENDA****5. 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.

6. **APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$30,931.83; GENERAL CITY WARRANTS IN THE AMOUNT OF \$2,499,483.01; TRANSFERS IN THE AMOUNT OF \$13,000,000.00; ONLINE PAYMENTS IN THE AMOUNT OF \$113,053.77; VOIDS IN THE AMOUNT OF (\$988.00); PAYROLL IN THE AMOUNT OF \$867,688.65**

Recommendation

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

7. **CONSIDERATION OF APPROVAL OF AN AGREEMENT WITH UTILITY COST MANAGEMENT, LLC FOR UTILITY BILL REVIEW SERVICES AND RECOVERY OF ANY SAVINGS**

Recommendation

It is recommended that the City Council consider approving the agreement with Utility Cost Management, LLC, for utility bill review services and recovery of any savings related to the City's electric bills.

8. **CONSIDERATION OF APPROVAL OF AN UPDATED SALARY SCHEDULE TO MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SOUTH PASADENA AND THE PART-TIME PUBLIC SERVICE EMPLOYEES' ASSOCIATION**

**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, ADOPTING AN UPDATED HOURLY SALARY SCHEDULE TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SOUTH PASADENA PART-TIME PUBLIC SERVICE EMPLOYEES' ASSOCIATION

Recommendation

It is recommended that the City Council consider approving a resolution adopting an updated Salary Schedule attached to the Memorandum of Understanding (MOU) between the City of South Pasadena (City) and the Part-Time Public Service Employees' Association (PT-PSEA) approved by Resolution 7625.

9. **CONSIDERATION OF APPROVAL OF TASK ORDERS WITH HDR ENGINEERING, INC. & SEITEC, INC. FOR PROVIDING DESIGN QUALITY CONTROL REVIEW SERVICES AND PREPARING PLANS, SPECIFICATIONS, AND ESTIMATES FOR THE CITY HALL STORMWATER DIRECT REUSE PROJECT**

Recommendation

It is recommended that the City Council consider approving:

1. A Task Order under an existing Master On-Call Professional Services Agreement with HDR Engineering, Inc. (HDR) for design quality control review services related to the City Hall Stormwater Direct Reuse Project in the amount of \$24,980; and

- 2. A Task Order under an existing Master On-Call Professional Services Agreement with SEITec, Inc. (SEITec) to prepare plans, specifications, and estimates related to the City Hall Stormwater Direct Reuse Project in the amount of \$80,251.

**10. APPROVAL OF A DISCRETIONARY FUNDS REQUEST FROM CITY COUNCILMEMBER MICHAEL CACCIOTTI IN THE AMOUNT OF \$1,000 FOR THE PRESS CONFERENCE FOR THE CITY HALL/CIVIC CENTER ELECTRIFICATION PROJECT**

Recommendation

It is recommended that the City Council:

- 1. Find that the requested allocation of Discretionary Funds to support the press conference for the City Hall/Civic Center Electrification Project 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 Councilmember Michael Cacciotti to support the press conference for the City Hall/Civic Center Electrification Project.

**11. CONSIDER AN ORDINANCE TO AMEND THE ZONING CODE AND ZONING MAP TO CREATE THE HOUSING OPPORTUNITY OVERLAY ZONE ALLOWING FOR INCREASED DENSITY FOR CERTAIN PARCELS IN THE OSTRICH FARM MIXED-USE AREA AND HUNTINGTON DRIVE MIXED-USE AREA AND FINDING THE ORDINANCE EXEMPT FROM CEQA CONSISTENT WITH THE ADOPTED 6<sup>TH</sup> CYCLE HOUSING ELEMENT**

Recommendation

It is recommended that the City Council consider adoption of the Ordinance on second reading as follows:

**ORDINANCE**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING A ZONING TEXT AMENDMENT AND ZONING MAP AMENDMENT AMENDING SOUTH PASADENA MUNICIPAL CODE (SPMC) CHAPTER 36 (ZONING) RELATED TO INCREASED DENSITY AND ESTABLISHING THE HOUSING OPPORTUNITY OVERLAY ZONE, ALLOWING UP TO 70 DWELLING UNITS PER ACRE ON SELECTED PARCELS IN THE OSTRICH FARM MIXED-USE AREA AND THE HUNTINGTON DRIVE MIXED-USE AREA, CONSISTENT WITH THE ADOPTED 2021-2029 (6TH CYCLE) HOUSING ELEMENT

<b>ACTION/DISCUSSION</b>
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**12. REPORT AND OVERVIEW ON THE IMPOSITION OF CITY COUNCIL TERM LIMITS AND COUNCIL DISCUSSION AND DIRECTION, IF ANY, REGARDING SAME**

Recommendation

It is recommended that the City Council receive a report on the imposition of term limits for members of the City Council and provide direction, if any.

13. **RESCISSION OF THE FORMATION OF THE COUNCIL FINANCE AD HOC COMMITTEE THAT OCCURRED AT THE FEBRUARY 21, 2024, SPECIAL JOINT MEETING OF THE CITY COUNCIL AND FINANCE COMMISSION**

Recommendation

It is recommended that the City Council make a motion to rescind the formation of the Council Finance Ad Hoc Committee that occurred at the Special Joint Meeting of the City Council and the Finance Commission on February 21, 2024.

14. **DISCUSSION AND ACTION FOR THE CREATION AND SCOPE OF AN ADVISORY COMMITTEE TO REVIEW THE CITY'S FINANCES AND OPERATIONS IN LIGHT OF THE FIVE YEAR FINANCIAL FORECAST**

Recommendation

It is recommended that the City Council discuss and/or take action to create an advisory committee to review the City's finances and operations in light of the Five Year Financial Forecast and discuss the scope and/or charge of such committee.

15. **CONSIDERATION AND APPROVAL OF A LETTER RESPONDING TO A CEASE AND DESIST LETTER OF PAST CITY COUNCIL ACTION OF AN ALLEGED BROWN ACT VIOLATION RELATED TO THE FORMATION OF THE COUNCIL FINANCE AD HOC COMMITTEE**

Recommendation

It is recommended that the City Council approve the response letter to Edward Elsner confirming that the City Council is providing an unconditional commitment with respect to the past action alleged in the letter and authorize the Mayor to sign the response letter.

16. **CONSIDERATION OF A FEE WAIVER OR REDETERMINATION OF THE SPECIAL EVENT FEE FOR THE USE OF THE ARROYO SECO GOLF COURSE FOR SOUTH PASADENA EDUCATIONAL FOUNDATION**

Recommendation

It is recommended that the City Council consider a fee waiver or redetermination of the Special Event Fee (Fee) for the use of the Arroyo Seco Golf Course (ASGC) for South Pasadena Educational Foundation (SPEF).

17. **CONSIDER PROVIDING DIRECTION AND ACTION ON SLOW STREETS PROGRAM PLANS AND INSTALLATIONS ALONG OAK STREET, GRAND AVENUE, HERMOSA STREET, AND MISSION STREET, AS WELL AS THE INSTALLATION OF PARKLET EQUIPMENT ALONG MISSION STREET RELATED TO THE SIDEWALK DINING PERMIT PROGRAM, REMOVAL OF CERTAIN SLOW STREETS PROGRAM EQUIPMENT, INSTALLATION OF SLOW STREET PROGRAM SIGNAGE, AND AMENDMENT OF A CONTRACT WITH RIGHT OF WAY, INC. FOR K-RAIL RENTALS**

Recommendation

It is recommended that the City Council receive a presentation on the City's Slow Streets Program and consider providing direction on the following:

1. For the Residential Slow Streets Program component on Oak Street, maintaining painted crosswalks at nine intersections, maintaining pedestrian warning signs and street markings (yield and intersection crossing bicycle markings), updating center median striping with permanent material at Oak/Fletcher, and updating certain curb extensions at Oak/Fremont and Oak/Marengo with alternative equipment;
2. For the Residential Slow Streets Program component on Grand Avenue, maintaining the painted Class II Bike Lane;

- 3. For the Residential Slow Streets Program component on Hermosa Street, maintaining the intersection configuration at Hermosa St and Hillside Rd, updating the temporary equipment with more permanent material, and maintaining the uphill bicycle climbing lane and newly established red curb on Hermosa Street;
- 4. Removing the remaining Residential Slow Streets Program equipment;
- 5. Utilizing Slow Streets Program Signage at various locations in the City;
- 6. Providing direction on the implementation of the Mission Street improvements, including modeling a road diet and road reconfiguration for the future installation of temporary equipment and potential permanent installation; and
- 7. Providing direction on the purchase and placement of k-rails in concert with the temporary continuation of k-rail rental, to facilitate the installation of grant-funded parklet equipment in certain locations along Mission Street to facilitate outdoor use through the current sidewalk dining permit program; and
- 8. Approving the Fourth Amendment to the contract with Right of Way, Inc. to extend the term to June 30, 2024 and increase the maximum compensation by \$7,500, for a new not-to-exceed amount of \$122,500.

**18. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR AUGUST 17, 2022 AND DECEMBER 7, 2022**

Recommendation

It is recommended that the City Council approve the minutes for the August 17, 2022 and December 7, 2022, Regular City Council Meetings.

**PUBLIC COMMENT – CONTINUED**

**19. 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**

**20. COUNCILMEMBER COMMUNICATIONS**

The 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.

**21. CITY MANAGER COMMUNICATIONS**

**ADJOURNMENT**

**FOR YOUR INFORMATION**

**FUTURE CITY COUNCIL MEETINGS**

April 17, 2024	Regular City Council Meeting	7:00 P.M.
May 1, 2024	Regular City Council Meeting	7:00 P.M.
May 15, 2024	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:

<https://www.southpasadenaca.gov/government/city-council-meetings/2024-council-meetings>

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 **March 20, 2024**, 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.*

3/14/2024

/S/

Date

Mark Perez, Deputy City Clerk