



**CITY OF SOUTH PASADENA  
CITY COUNCIL**

**AGENDA**

**REGULAR MEETING  
WEDNESDAY, JULY 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)

**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:** Mayor Jon Primuth

**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. MERCHANT MINUTE – GROCERY OUTLET****4. PRESENTATION OF A PROCLAMATION DECLARING THE MONTH OF JULY AS “PARK AND RECREATION MONTH” IN THE CITY OF SOUTH PASADENA****5. PRESENTATION OF AN UPDATE FROM THE SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT BY GOVERNING BOARD VICE CHAIR MICHAEL CACCIOTTI****6. INSURANCE OVERVIEW PRESENTATION****CHANGES TO THE AGENDA****7. 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.

8. **APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$335,218.27; GENERAL CITY WARRANTS IN THE AMOUNT OF \$3,117,683.60; ONLINE PAYMENTS IN THE AMOUNT OF \$113,011.52; TRANSFERS IN THE AMOUNT OF \$180,000.00; PAYROLL IN THE AMOUNT OF \$813,134.81**

Recommendation

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

9. **MONTHLY INVESTMENT REPORTS FOR MAY 2023**

Recommendation

The Agenda Report has been prepared and will be provided next week pending review and approval.

10. **JULY 2022 – MAY 2023 BUDGET UPDATE**

Recommendation

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

11. **APPROVAL OF CITY COUNCIL MEETING MINUTES FOR JUNE 21, 2023 AND JUNE 28, 2023**

Recommendation

It is recommended that the City Council approve the minutes for the June 21, 2023, Regular City Council Meeting, June 21, 2023, Special Joint Meeting with the Finance Commission, June 28, 2023 Special Meeting, and the June 28, 2023 Special Joint Meeting with all City Commissions.

12. **APPROVAL OF THE REVISED 2023 CITY COUNCIL MEETING SCHEDULE**

Recommendation

It is recommended that the City Council approve the revised City Council meeting schedule for the 2023 calendar year.

13. **APPROVAL OF A SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT FOR VIDEO PRODUCTION SERVICES WITH STUDIO SPECTRUM, INC. FOR A NEW TOTAL NOT-TO-EXCEED AMOUNT OF \$90,000 ANNUALLY.**

Recommendation

It is recommended that the City Council approve the Second Amendment to the Professional Services Agreement with Studio Spectrum, Inc., to increase the contract amount by \$4,000 for a total amount not to exceed \$90,000 annually and authorize the City Manager to execute the Second Amendment.

14. **ADOPT 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 WORKSTATION REPLACEMENT PROGRAM, UTILIZING THE NASPO VALUEPOINT COOPERATIVE PURCHASING PROGRAM**

**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPROVING A PURCHASE ORDER WITH DELL MARKETING, L.P., IN THE AMOUNT NOT TO EXCEED OF \$75,000 FOR THE FIRST PHASE OF THE THREE-YEAR WORKSTATION REPLACEMENT PROGRAM, UTILIZING THE NASPO VALUEPOINT COOPERATIVE PURCHASING PROGRAM

**Recommendation**

It is recommended that the City Council adopt a resolution approving a purchase order with Dell Marketing, LP. in the amount not to exceed \$75,000, authorizing the use of the NASPO ValuePoint Cooperative Purchasing Program for the purchase and authorizing the City Manager to effectuate the purchase.

15. **APPROVAL OF A FIVE-YEAR AGREEMENT WITH SIRSIDYNIX FOR INTEGRATED LIBRARY SYSTEM SOFTWARE AND SERVICES FOR A TOTAL OF \$240,255.07, WITH OPTIONS TO EXTEND.**

**Recommendation**

It is recommended that the City Council approve a Master Agreement ("Agreement") with SirsiDynix to license Integrated Library System (ILS) software products and to provide related specialized professional services for an initial term of five (5) years in the amount of \$240,255.07.

16. **APPROVAL OF THE THIRD AMENDMENT TO THE EMPLOYMENT AGREEMENT WITH CITY MANAGER ARMINE CHAPARYAN**

**Recommendation**

It is recommended that the City Council approve the Third Amendment to the Employment Agreement and authorize the Mayor to sign the amendment.

17. **APPROVE THE MEMORANDUM OF AGREEMENT WITH PARTICIPATING AGENCIES REGARDING THE ADMINISTRATION AND COST SHARING FOR IMPLEMENTING THE COORDINATED INTEGRATED MONITORING PROGRAM FOR THE UPPER LOS ANGELES RIVER WATERSHED MANAGEMENT AREA**

**Recommendation**

It is recommended that the City Council approve the Memorandum of Agreement with participating agencies regarding the administration and cost sharing for implementing the Coordinated Integrated Monitoring Program for the Upper Los Angeles River (ULAR) Watershed Management Area and authorize the City Manager to execute the agreement.

18. **RESOLUTION AUTHORIZING THE APPROVAL OF PLANS, DESIGNS AND SPECIFICATIONS WITH WORKING DETAILS FOR PUBLIC WORKS PROJECTS**

**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AUTHORIZING THE APPROVAL OF PLANS, DESIGNS AND SPECIFICATIONS AND WORKING DETAILS FOR PUBLIC WORKS PROJECTS

**Recommendation**

It is recommended that the City Council adopt the Resolution authorizing the approval of plans, designs and specifications and working details for public works projects.

19. **APPROVAL OF AN AGREEMENT FOR LEGAL SERVICES WITH COLANTUONO, HIGHSMITH & WHATLEY, PC IN AN AMOUNT NOT TO EXCEED \$15,000 FOR SERVICES RELATED TO THE CITY ATTORNEY TRANSITION**

Recommendation

It is recommended that the City Council approve the Agreement for Legal Services and authorize the City Manager to execute the Agreement.

20. **APPROVAL OF AGREEMENT WITH MAVERICK NETWORKS INC., FOR THE INSTALLATION OF THE VOICE OVER INTERNET PROTOCOL (VOIP) SOFTWARE TELEPHONE SYSTEM RINGCENTRAL, FOR A FIVE-YEAR TERM**

Recommendation

It is recommended that the City Council:

1. Approve the Professional Services Statement of Work for Professional Services with Maverick Networks Inc., for the installation and implementation of the Voice Over Internet Protocol (VoIP) software telephone system RingCentral, in the amount not to exceed of \$40,000;
2. Authorize the use of the OMNIA Partners Purchasing Program pursuant to South Pasadena Municipal Code Section 2. 99-29(21) for the purchase of the Ring Central software telephone system finding that the purchase meets the requirements set forth therein;
3. Approve the agreement with RingCentral in the amount not to exceed, \$216,015, for a five-year term; and
4. Authorize the City Manager to execute the agreements and any other documents to effectuate the purchase.

21. **APPROVE THE THIRD AMENDMENT TO THE CONTRACT WITH RIGHT OF WAY, INC. TO EXTEND THE CONTRACT TERM TO JANUARY 31, 2024 AND INCREASE THE TOTAL NOT TO EXCEED AMOUNT TO \$115,000**

Recommendation

It is recommended that the City Council:

1. Approve the Third Amendment to the contract with Right of Way, Inc. to extend the term to January 31, 2024 and increase the maximum compensation by \$15,000, for a new not to exceed amount of \$115,000; and
2. Appropriate \$15,000 from Measure M Fund 236 into Public Works Measure M Contract Services Account No. 236-6010-6011-8180-000 for the rental of the K-rail equipment; and
3. Authorize the City Manager to execute the amendment.

22. **APPROVAL OF A TASK ORDER WITH AGA ENGINEERS, INC. FOR A TRAFFIC SAFETY ASSESSMENT OF MARENGO AVENUE**

Recommendation

It is recommended that the City Council:

1. Approve the Task Order with AGA Engineers, Inc. for a traffic safety assessment in the amount of \$43,900; and
2. Authorize the expenditure from the City's Public Works Measure R Professional Services Account No. 233-6010-6011-8170-000; and
3. Authorize the City Manager to execute the Task Order and any related documents.

**23. ADOPT A RESOLUTION TO APPROVE PARTICIPATION IN THE LOS ANGELES URBAN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPROVING PARTICIPATION IN THE LOS ANGELES URBAN COUNTY PROGRAM

Recommendation

It is recommended that the City Council:

1. Adopt a Resolution to approve participation in the Los Angeles Urban County Community Development Block Grant (CDBG) Program;
2. Approve the Cooperation Agreement with the Los Angeles County Development Authority (LACDA); and
3. Authorize the Mayor or City Manager to execute the agreement.

**24. APPROVE A FIRST AMENDMENT TO THE AGREEMENT WITH RAFTELIS FINANCIAL CONSULTANTS, INC. FOR THE POLICE DEPARTMENT ASSESSMENT AND ALLOCATE AND APPROPRIATE FUNDS IN THE AMOUNT OF \$10,000**

Recommendation

It is recommended that the City Council:

1. Allocate and appropriate \$10,000 from the General Fund Account 101-0000- 0000-3200-000 to the Police Department Contract Services Account number 101-4010-4011-8180-000; and
2. Approve the First Amendment to the Professional Services Agreement with Raftelis Finance Consultants, Inc. and
3. Authorize the City Manager to execute the amendment.

**25. APPROVAL OF AN AGREEMENT WITH GRANICUS, LLC FOR THE WEBSITE SYSTEM AND DESIGN PROJECT, INCLUDING LICENSES AND MAINTENANCE IN THE AMOUNT OF \$39,867.26**

Recommendation

Staff recommends that the City Council approve the agreement with Granicus, LLC for Website Redesign services, and associated licensing and maintenance for a term of five (5) years, in the amount of \$39,867.26 with the option to extend for one additional year.

**PUBLIC HEARING**

**26. PUBLIC HEARING TO CONFIRM CHARGES ASSESSED BY THE COUNTY OF LOS ANGELES DEPARTMENT OF AGRICULTURAL COMMISSIONER WEIGHTS AND MEASURES FOR THE ABATEMENT OF HAZARDOUS VEGETATION ON RESPECTIVE PARCELS OF UNIMPROVED PRIVATE PROPERTIES CONSTITUTING A FIRE HAZARD**

Recommendation

It is recommended that the City Council, after holding a Public Hearing to allow property owners with pending weed abatement charges the opportunity to object or receive an explanation of pending charges, confirm the charges set forth in the 2023 Los Angeles County Report on the Cost of Weed Abatement.

**ACTION/DISCUSSION****27. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR JUNE 22, 2022, AND JULY 20, 2022**Recommendation

It is recommended that the City Council:

1. Approve the minutes for the June 22, 2022, Special Joint City Council Meeting (Commissioner Congress); and
2. Approve the minutes for the July 20, 2022, Regular City Council Meeting.

**28. REVIEW OF THE HUNTINGTON DRIVE AND MARENGO AVENUE INTERSECTION SECOND CROSSING GUARD PILOT PROGRAM AND APPROVAL OF A CONTRACT WITH ALL CITY MANAGEMENT SERVICES, INC. FOR CROSSING GUARD SERVICES IN AN AMOUNT NOT-TO-EXCEED \$330,008.40 FOR FISCAL YEAR 2023-2024**Recommendation

It is recommended that the City Council:

1. Approve the continuation of a second crossing guard at Huntington Drive and Marengo Avenue;
2. Approve the contract with All City Management Services, Inc. for crossing guard services in an amount not to exceed \$330,008.40 for Fiscal Year 2023-2024 and authorize the City Manager to execute the contract; and
3. Approve the transfer of \$101,366.40 from General Fund reserves to the Account No. 101-4010-4011-8180 (Police Department-Contract Services) to fund the vendor's quoted "split shift" difference in cost for the crossing guard contract for FY 2023-2024.

**29. APPROVAL OF A TASK ORDER WITH TOOLE DESIGN GROUP, LLC FOR TRANSPORTATION PLANNING SERVICES AS IT RELATES TO THE FREMONT AVENUE, HUNTINGTON DRIVE, AND FAIR OAKS AVENUE CORRIDORS**Recommendation

It is recommended that the City Council:

1. Approve the Task Order with Toole Design Group, LLC, to conduct a comprehensive community transportation planning charrette design process in the amount of four hundred and thirty thousand, and four hundred seventy-three dollars. (\$430,473.00);
2. Appropriate \$300,000.00 from the City's Measure M Local Return Fund 236 into Public Works Measure M Professional Services Account No. 236-6010-6011- 8170-000, and appropriate \$130,473.00 from City's Measure R Local Return Fund 233 into Public Works Measure R Professional Services Account No. 233-6010- 6011-8170-000 for a total authorized expenditure of \$430,473.00 for this work; and
3. Authorize the City Manager to execute the Task Order and any related documents.

**30. RESIDENTIAL SLOW STREETS INSTALLATION**Recommendation

It is recommended that the City Council review the Slow Streets Program as presented in the report and authorize City Staff to move forward with the installation of temporary Slow Streets Program equipment along the pre-selected residential streets, Hermosa Street, Grand Avenue, and Oak Street.

## INFORMATIONAL REPORTS

### 31. FISCAL YEAR 2023 ECONOMIC DEVELOPMENT STRATEGY

#### Recommendation

It is recommended that the City Council receive and file the City's Fiscal Year 2023 Economic Development Strategy.

## PUBLIC COMMENT – CONTINUED

### 32. 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

### 33. 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.

### 34. CITY MANAGER COMMUNICATIONS

## ADJOURNMENT

## FOR YOUR INFORMATION

### FUTURE CITY COUNCIL MEETINGS

August 16, 2023	Regular City Council Meeting	7:00 P.M.
September 6, 2023	Special Joint City Council Meeting with Ad Hoc Facilities	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](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 **July 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.*

07/13/2023

/S/

Date

Mark Perez, Deputy City Clerk