



**CITY OF SOUTH PASADENA
CITY COUNCIL**

**AGENDA
REGULAR MEETING
WEDNESDAY, JULY 21, 2021 AT 7:00 P.M.**

**CITY 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

Pursuant to Governor Newsom's Executive Order N-08-21, the City Council may conduct its meetings remotely and may be held via video conference. Pursuant to such Executive Order, the City Council may participate remotely and not be physically present in the City Council Chambers. Until further notice and as such Executive Orders remain in effect, the City Council may also allow public participation to continue via live public comment conducted over ZOOM.

The South Pasadena City Council Meeting for **July 21, 2021** will be conducted in-person from the Council Chambers, Amedee O. "Dick" Richards, Jr., located at 1424 Mission Street, South Pasadena.

Please be advised that pursuant to the Executive Order(s), and to ensure the health and safety of the public, staff, and City Council, as the Council Chambers will be open to the public for the meeting and members of the public may attend and/or participate in the in-person meeting, all are kindly reminded to follow Los Angeles County Public Health and CDC regulations and guidelines that are in place and may be posted.

The In-person Hybrid meeting will be conducted live in the City Council Chambers.

The Meeting will be available

- In Person Hybrid – City Council Chambers, 1424 Mission Street
- Live Broadcast via the website –
http://www.spectrumstream.com/streaming/south_pasadena/live.cfm
- Via Zoom – **Webinar ID: 825 9999 2830**
Passcode: 7721

Public Comments participation may be made as follows:

- Written Comment submitted by no later than meeting day, 12:00 PM, deadline via the website.
- In Person Hybrid – City Council Chambers, 1424 Mission Street.
- Via Zoom by "raising hand" (see Public Comment Section below for instructions.)

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

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?pwd=ekRhNnNoTnlxOHV4RUplS2pUQlICZz09>; or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID and Passcode when prompted.

For additional Zoom assistance with telephone audio, you may find your local number at:
<https://zoom.us/u/aiXV0TAW2>

CALL TO ORDER:	Mayor	Diana Mahmud
ROLL CALL:	Mayor	Diana Mahmud
	Mayor Pro Tem	Michael Cacciotti
	Councilmember	Jack Donovan
	Councilmember	Jon Primuth
	Councilmember	Evelyn G. Zneimer
PLEDGE OF ALLEGIANCE:	Councilmember	Primuth

CLOSED SESSION ANNOUNCEMENTS

1. **CLOSED SESSION ANNOUNCEMENTS:** A Closed Session Agenda has been posted separately.

PUBLIC COMMENT AND SUGGESTIONS

The City Council welcomes public input. If you would like to comment on an agenda item, members of the public may participate **by means of one of the following options:**

Option 1:
Participate in-person at the City Council Chambers.

Option 2:
Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak for up to 3 minutes per item. *(Note: For the purpose of best ensuring that all of the agenda items are considered at the Council Meeting, the Mayor may exercise the Chair’s discretion, subject to the approval of the majority of the City Council, to limit public comment(s) to less than 3 minutes on any given agenda item).*

Option 3:
Email public comment(s) to ccpubliccomment@southpasadenaca.gov.
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 online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 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 Council meeting.

NOTE: 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.

PUBLIC COMMENTS

2. PUBLIC COMMENT – GENERAL

COMMUNICATIONS

3. COUNCILMEMBERS COMMUNICATIONS

Time allotted per Councilmember is 3 minutes. Additional time will be allotted at the end of the City Council meeting agenda, if necessary.

4. CITY MANAGER COMMUNICATIONS

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. ADOPT A RESOLUTION APPROVING A REVISED CLASSIFICATION AND SALARY RANGE FOR HUMAN RESOURCES AND RISK MANAGER; AND APPROVING THE NEW CLASSIFICATION AND SALARY RANGE OF SENIOR CIVIL ENGINEER; AND APPROVING REVISIONS TO THE EXISTING CLASSIFICATION OF ASSOCIATE CIVIL ENGINEER; AND CREATING A LADDER SERIES FOR ENGINEERING POSITIONS.

RESOLUTION

A RESOLUTION OF THE CITY OF SOUTH PASADENA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AMENDING THE CITY OF SOUTH PASADENA CLASSIFICATION PLAN AND SALARY MATRIX BY ADDING A NEW SENIOR CIVIL ENGINEER CLASSIFICATION AND NEW SALARY RANGE FOR THE CLASSIFICATION, RECLASSIFYING THE HUMAN RESOURCES MANAGER TO HUMAN RESOURCES AND RISK MANAGER WITH A REVISED SALARY RANGE, AND REVISING THE DUTIES OF THE ASSOCIATE CIVIL ENGINEER CLASSIFICATION

Recommendation

It is recommended that the City Council:

1. Adopt a Resolution approving the revised classification and salary range for Human Resources and Risk Manager; approving the new classification and salary range of Senior Civil Engineer; approving revisions to the existing classification of Associate Civil Engineer, and making the Civil Engineering

Assistant, Associate Civil Engineer and Senior Civil Engineer a ladder series.

CONSENT CALENDAR - CONTINUED

- 7. AWARD OF CONTRACT TO JOHN L. HUNTER AND ASSOCIATES, INC., FOR THREE-YEAR TERM TO PROVIDE AS-NEEDED FATS, OILS, AND GREASE (FOG) CONTROL PROGRAM COMPLIANCE SERVICES IN AN ANNUAL AMOUNT NOT-TO-EXCEED \$17,485**

Recommendation

It is recommended that the City Council:

1. Accept a proposal dated March 30, 2021, from John L. Hunter and Associates, Inc. (Consultant) for a three-year (3) term (FY 2021-2022, FY 2022-2023, and FY 2023-2024) to provide Fats, Oils, and Grease (FOG) Control Program compliance services; and
 2. Authorize the City Manager to execute a three-year agreement with the consultant for a not-to-exceed annual amount of \$17,485 (estimated cumulative three-year total is \$52,455).
- 8. AUTHORIZE \$310,000 OF GRANT FUNDS FROM THE LOCAL EARLY ACTION PLANNING (LEAP) AND SENATE BILL 2 (SB2) PLANNING PROGRAMS BE ADDED TO GRANT REVENUE ACCOUNTS AND APPROPRIATED TO THE PLANNING AND COMMUNITY DEVELOPMENT PROFESSIONAL SERVICES AND MACHINERY AND EQUIPMENT ACCOUNTS**

Recommendation

It is recommended that the City Council:

1. Authorize \$150,000 of Local Early Action Planning (LEAP) grant funding to be added to LEAP Grant Revenue Account (278-0000-0000-5071-020) and appropriated to the Planning and Community Development Professional Services Account (278-7010-7011-8170-000) for the development of the 2021-2029 Housing Element; and
2. Authorize \$160,000 of Senate Bill 2 (SB 2) Planning grant funding to be added to SB 2 Grant Revenue Account (278-0000-0000-5071-021) and appropriated to the Machinery and Equipment Account (278-7010-7011-8520-000) for an electronic permitting system.

CONSENT CALENDAR - CONTINUED**9. RATIFY EMERGENCY WATER DISTRIBUTION SYSTEM REPAIR WORK AT GRAND PUMP STATION AND APPROVE CONTRACT WITH GENERAL PUMP COMPANY IN THE AMOUNT OF \$59,000.****Recommendation**

It is recommended that the City Council:

1. Ratify the costs for emergency repair work in the City's water distribution system, including replacement of a damaged booster starter, surge protector, Supervisory Control and Data Acquisition (SCADA) system, and radios for Grand Pump Station Booster 'B' in the total amount of \$59,000.
2. Authorize the City Manager to execute a contract with General Pump Company, in the amount of \$28,000, and Control Automation Design (CAD), in the amount of \$31,000 for the above emergency work.
3. Appropriate \$21,000 in Water Fund Reserves to Water Production, Equipment Maintenance Account # 500-0000-6711-8110-000
4. Authorize payment to General Pump Company and Control Automation Design pursuant to the attached contracts, and upon the completion of work, and as deemed complete by the Director of Public Works.

10. PRESENTATION OF MONTHLY INVESTMENT REPORT FOR MAY 2021.**Recommendation**

It is recommended that the City Council Receive and File the monthly investment report for May 2021.

11. AWARD OF CONSTRUCTION CONTRACT TO CROSTOWN ELECTRICAL AND DATA, INC., FOR THE FAIR OAKS TRAFFIC SIGNAL IMPROVEMENTS PROJECT NO. 2017-07, FEDERAL PROJECT NO. HSIPL-5071(020) IN AN AMOUNT NOT-TO-EXCEED \$541,250.00 AND AWARD OF CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES TO WILLDAN ENGINEERING IN AN AMOUNT NOT-TO-EXCEED \$149,429**Recommendation**

It is recommended that the City Council:

1. Accept a bid dated March 18, 2021, from Crosstown Electrical and Data Inc. to construct the Fair Oaks Avenue Traffic Signal Improvements Project No.2017-07/ Federal Project No. HSIPL-5071 (020) (Project);
2. Authorize the City Manager to execute the agreements and any amendments with Crosstown Electrical and Data Inc. for a not-to-exceed amount of \$541,250.00, with a construction contingency often percent in the amount of \$54,125.00 for a total amount of \$595,375.00.
3. Accept a proposal dated June 21, 2021, from Willdan Engineering for the construction management and inspection services of the Fair Oaks A venue Traffic Signal Improvements project.
4. Authorize the City Manager to execute the agreements and any amendments with Willdan Engineering for a not-to-exceed amount of \$149,429.

CONSENT CALENDAR - CONTINUED**AGENDA ITEM 11 – CONTINUED**

5. Appropriate the following funds for construction, and construction management and inspection for Fair Oaks Avenue Traffic Signal Improvements project:
 1. Proposition C 25% in the amount of \$373,031.60 in Account Number 242-9000-9192-9192-001;
 2. Highway Safety Improvement Program (HSIP) Cycle 7 Grant in the amount of \$253,520 in Account Number 277-9000-9192-9192-001;
 3. General Fund in the amount of \$93,257.90 in Account Number 104-9000-9192-9192-001; and
 4. Proposition A in the amount of \$24,994.50 in Account Number 205-9000-9192-9192-001; and
 6. Reject all other proposals received.
- 12. APPROVAL OF RE-APPROPRIATION OF FISCAL YEAR 2021 PURCHASE ORDERS, CARRY OVER PROGRAMS AND PROJECTS, AND CONFIRMATION OF NON-BID CONTRACTS OVER \$25,000**

Recommendation

It is recommended that the City Council:

1. Approve the re-appropriation of Fiscal Year 2021 purchase orders, carry over programs and projects, and confirm three non-bid contracts over \$25,000.
- 13. ADOPTION OF A RESOLUTION CONTINUING THE PROCLAMATION OF A LOCAL EMERGENCY DUE TO THE OUTBREAK OF COVID-19, AUTHORIZING THE CITY MANAGER TO TAKE ALL NECESSARY ACTIONS AS THE DIRECTOR OF EMERGENCY SERVICES.**

RESOLUTION

A RESOLUTION OF THE CITY OF SOUTH PASADENA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, CONTINUING ITS PROCLAMATION OF A LOCAL EMERGENCY DUE TO THE OUTBREAK OF COVID-19 AND AUTHORIZING THE CITY MANAGER TO CONTINUE TO TAKE ALL NECESSARY ACTIONS AS THE DIRECTOR OF EMERGENCY SERVICES.

Recommendation

It is recommended that the City Council:

1. Adopt a Resolution continuing the proclamation of a local emergency due to the outbreak of COVID-19 and authorizing the City Manager to take all necessary actions as the Director of Emergency Services.

CONSENT CALENDAR - CONTINUED**14. CALTRANS SURPLUS PROPERTIES DISPOSITION UPDATE****Recommendation**

It is recommended that the City Council.

1. Receive updates from both the Legislative and Non-Legislative California Department of Transportation (Caltrans) Surplus Properties Disposition Ad Hoc Committees; and
2. Provide direction to Ad Hoc Committees on continuing strategy for the disposition of Caltrans surplus properties; and
3. Authorize CivicStone, LLC and staff to issue a Request for Proposals (RFP) for a property inspection and repair estimate for all of the Caltrans properties that will serve the same objectives of both committees; and
4. Authorize CivicStone, LLC and staff to explore funding opportunities and prepare a financial model to support the acquisition and rehabilitation of the Caltrans properties.

15. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$75,183.79; GENERAL CITY WARRANTS IN THE AMOUNT OF \$1,179,401.74; SUPPLEMENTAL ACH PAYMENTS IN THE AMOUNT OF \$133,209.15; TRANSFERS IN THE AMOUNT OF \$48,055.91; PAYROLL IN THE AMOUNT OF \$541,406.70.**Recommendation**

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

PUBLIC HEARING**16. CONDUCT A PUBLIC HEARING CONFIRMING 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

1. Conduct Public Hearing.
2. Allow property owners with pending weed abatement charges the opportunity to question or receive an explanation of pending charges, confirm the 2021 declaration list of charges.

PUBLIC HEARING

- 17. CONDUCT A PUBLIC HEARING TO ADOPT A RESOLUTION APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FOR FISCAL YEAR 2021-2022 FOR THE SENIOR NUTRITION PROGRAM IN THE AMOUNT OF \$18,383.10.**

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AUTHORIZING THE ALLOCATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR THE SENIOR NUTRITION PROGRAM FOR FISCAL YEAR 2021-2022.

Recommendation

It is recommended that the City Council:

1. Conduct Public Hearing.
2. Adopt Resolution to approve a portion of the Community Development Block Grant (CDBG) funds, in the amount of \$18,383.10, for Fiscal Year 2021-2022 (FY2022), for the Senior Nutrition Program (Program); and Authorize a budget adjustment to match the final funding revenue and expenditure amounts for the Program.

ACTION / DISCUSSION

- 18. PRESENTATION OF THE ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2020**

Recommendation

It is recommended that the City Council:

1. Receive and file the City of South Pasadena's Annual Comprehensive Financial Report (AFR) for the Fiscal Year ending June 30, 2020.

- 19. PROVIDE DIRECTION TO STAFF ON THE INSTALLATION OF ALL-WAY STOP SIGNS AT THE INTERSECTIONS OF MERIDIAN AVENUE/ OAK STREET, MERIDIAN AVENUE/ PINE STREET AND MERIDIAN AVENUE/ MAPLE STREET; AUTHORIZE A CONTRACT AMENDMENT WITH ADHAMI ENGINEERING GROUP FOR THE PREPARATION OF ENGINEERING DESIGN, CONSTRUCTION DOCUMENTS, AND SPECIFICATIONS FOR RECTANGULAR RAPID FLASHING BEACONS AT MERIDIAN AVENUE AND OAK STREET IN AN AMOUNT NOT-TO-EXCEED \$9,010, FOR A TOTAL NOT-TO-EXCEED CONTRACT AMOUNT OF \$55,000**

Recommendation

It is recommended that the City Council:

1. Provide direction to staff on the installation of all-way stop signs at the intersections of Meridian Avenue / Oak / Pine / Maple Streets;

AGENDA ITEM 19 – CONTINUED

2. Authorize the City Manager to execute a Contract Amendment with Adhami Engineering Group for the preparation of engineering design, construction documents, and specifications for Rectangular Rapid Flashing Beacons (RRFB) at Meridian Avenue and Oak Street in an amount not-to-exceed \$9,010, for a total not-to-exceed contract amount of \$55,000.
3. Appropriate \$10,160 in Proposition C Funds to Account Number 207-9000-9351.

INFORMATION REPORTS - NONE**ADJOURNMENT****FOR YOUR INFORMATION****FUTURE CITY COUNCIL MEETINGS
(OPEN SESSION)**

August 4, 2021	Regular City Council meeting	Declared Dark	Cancelled
August 18, 2021	Regular City Council meeting	Council Chamber	7:00 p.m.
September 1, 2021	Regular City Council meeting	Council Chamber	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 inspection on the City's website: <https://www.southpasadenaca.gov/government/city-council-meetings/2021-council-meetings>.

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 July 7, 2021, on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law, on the date listed below.

07/15/2021

/s/

Date

Christina Munoz
Interim Deputy City Clerk