



**CITY OF SOUTH PASADENA
CITY COUNCIL**

**A G E N D A
REGULAR MEETING
WEDNESDAY, AUGUST 17, 2022, 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

The South Pasadena City Council Meeting will be conducted in-person from the Council Chambers, Amedee O. "Dick" Richards, Jr., located at 1424 Mission Street, South Pasadena. Pursuant to AB 361 Government Code section 54953, subdivision (e)(3), the City Council may conduct its meetings remotely and may be held via video conference.

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**

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> or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID.

CALL TO ORDER: Mayor Michael Cacciotti

ROLL CALL:

Mayor	Michael Cacciotti
Mayor Pro Tem	Jon Primuth
Councilmember	Jack Donovan
Councilmember	Diana Mahmud
Councilmember	Evelyn G. Zneimer

PLEDGE OF ALLEGIANCE: Councilmember Jack Donovan

PUBLIC COMMENT GUIDELINES

The City Council welcomes public input. Members of the public can comment on a non-agenda subject under the jurisdiction of the City Council or on an agenda item, you may participate **by one of the following options:**

Option 1:

Participate in-person at the City Council Chambers.

Option 2:

Public Comment speakers have three minutes to address the Council, however, the Mayor and City Council can adjust time allotted as needed. 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 three minutes per 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.

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(s) to less than three minutes.

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 sign up in the first 30 minutes of public comment will be queued up to speak.

PRESENTATIONS**3. STAFF RECOGNITION**

City Manager's Office: Cielo Frausto-Lupo
Community Development Department: Ben Jarvis
Community Services Department: Jonathan Smith
Fire Department: Colin Carson, Sam Benites, and Luis Vasquez
Library Department: Kimberly Nguyen

4. **DEPARTMENT HIGHLIGHT VIDEO**
Fire Department
5. **PET ADOPTION – PASADENA HUMANE SOCIETY**

COMMUNICATIONS

6. **COUNCILMEMBER COMMUNICATIONS**
Time allotted per Councilmember is 3 minutes. Additional time will be allotted at the end of the City Council meeting agenda, if necessary.
7. **CITY MANAGER COMMUNICATIONS**
8. **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.

9. **APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$358,194.89; GENERAL CITY WARRANTS IN THE AMOUNT OF \$2,537,566.73; ONLINE PAYMENTS IN THE AMOUNT OF \$115,527.81; TRANSFERS IN THE AMOUNT OF \$125,815.27; VOIDS IN THE AMOUNT OF (\$3,800.00); PAYROLL IN THE AMOUNT OF \$2,799,490.53.**

Recommendation

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

10. **MONTHLY INVESTMENT REPORT FOR JUNE 2022**

Recommendation

It is recommended that the City Council receive and file the Monthly Investment Report for June 2022.

11. **PRESENTATION OF CITY COUNCIL MEETING MINUTES**

Recommendation

It is recommended that the City Council approve the minutes as listed on the agenda and as presented.

12. **CITY RECOGNIZED HOLIDAY SCHEDULE**

Recommendation

It is recommended that the City Council approve the City holiday closure schedule.

13. JOB DESCRIPTION, CLASSIFICATION AND SALARY SCHEDULE CREATIONS, UPDATES AND CORRECTIONS FOR VARIOUS POSITIONS**Recommendation**

It is recommended that the City Council consider the following actions:

1. Approve the job description and salary schedule for the Permit Counter Technician and salary schedule for the Part Time Code Enforcement Officer positions;
2. Approve the reclassification of the Accounting Manager position to a Deputy Finance Director/Controller position, approve the job description and salary schedule, and appropriate \$75,044 to Finance Department Salaries – Permanent Account 101-3010-3011-7000-000 from General Fund Reserves;
3. Approve the correction to the salary schedule for Police Chief and Appropriate \$913 to Police Department Salaries – Permanent Account 101-4010-4011-7000-000 from General Fund Reserves;
4. Approve the correction to the salary schedule for the Part-Time Community Services Coordinator and Appropriate \$1,690 to the Community Services Department Salaries – Permanent Account 101-8030-8031-7000-000 from General Fund Reserves;
5. Approve a salary schedule adjustment for the Deputy City Manager classification and appropriate \$19,599 to City Manager Department Salaries – Permanent Account 101-2010-2011-7000-000 from General Fund Reserves; and
6. Approve a revised job description for the Assistant to the City Manager classification.

14. AUTHORIZE THE CITY MANAGER TO EXECUTE A SECOND CONTRACT AMENDMENT WITH RIGHT OF WAY, INC. TO EXTEND THE CONTRACT TERM TO AUGUST 19, 2023 AND INCREASE THE TOTAL NOT TO EXCEED AMOUNT OF \$100,000**Recommendation**

It is recommended that the City Council authorize the City Manager to execute the second contract amendment with Right of Way, Inc. (ROW) to extend the contract term to August 19, 2023 and increase the maximum amount by \$25,000, for a new not to exceed amount of \$100,000.

15. AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES TO CONDUCT A WATER AND WASTEWATER SERVICE RATES STUDY**Recommendation**

It is recommended that the City Council:

1. Award a professional services agreement to Raftelis Financial Consultants, Inc. (Raftelis) to conduct a comprehensive rate study for water and wastewater services; and
2. Authorize the City Manager to execute an agreement with Raftelis for a not-to-exceed amount of \$79,990, including \$74,990 for the proposed amount, and a \$5,000 contingency.

ACTION / DISCUSSION**16. CONSIDERATION OF APPROVAL FOR THE RELOCATION OF PEAFOWL AND THE CREATION OF A SOUTH PASADENA PEAFOWL MANAGEMENT PLAN****Recommendation**

It is recommended that the South Pasadena City Council:

1. Consider the removal of Peafowl; and
2. Creation of a Peafowl Management Plan (PMP).

17. DISCUSS 2022 FINANCE AD HOC COMMITTEE REPORT**Recommendation**

It is recommended that the City Council:

- 1) Review and discuss the 2022 Finance Ad Hoc Committee (FAHC) Report;
- 2) Not pursue a forensic audit/internal auditor in light of current and improved fiscal practices; and
- 3) Receive and file the 2022 Finance Ad Hoc Committee Report.

PUBLIC COMMENT – CONTINUED**18. CONTINUED PUBLIC COMMENT – GENERAL**

This time is reserved for speakers in the public comment queue not heard during the first 30 minutes of Item 2. No new speakers will be accepted at this time.

ADJOURNMENT**FOR YOUR INFORMATION****FUTURE CITY COUNCIL MEETINGS**

September 7, 2022	Regular City Council Meeting	7:00 p.m.
September 21, 2022	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 inspection on the City's website:

www.southpasadenaca.gov/CityCouncilMeetings2022

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 17, 2022**, 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.*

8/11/2022

/S/

Date

Yolanda Chavez, Interim City Clerk Records Specialist

