



**CITY OF SOUTH PASADENA  
CITY COUNCIL**

**A G E N D A  
REGULAR MEETING  
WEDNESDAY, JULY 20, 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](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](mailto: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**

Promotions:

Public Works Operations Manager Catrina Peguero

Deputy Public Works Director Anteneh Tesfaye

Senior Civil Engineer Hasmik Korkis

Recognition: Ederson Gramajo (PD) for receiving a DUI Enforcement Award from Mothers Against Drunk Driving (MADD)

Outgoing: Accounting Manager Armine Trashian

4. **MERCHANT MINUTE – Cos & Pi**  
Business Owners: Xochilt Perez and Casey Wiele
5. **PROCLAMATION DECLARING SUPPORT FOR AND STANDING IN SOLIDARITY WITH THE PEOPLE OF UKRAINE**

## 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 \$239,516.07; GENERAL CITY WARRANTS IN THE AMOUNT OF \$1,162,092.02; ONLINE PAYMENTS IN THE AMOUNT OF \$105,541.62; TRANSFERS IN THE AMOUNT OF \$265,840.74; PAYROLL IN THE AMOUNT OF \$1,646,910.16**

### Recommendation

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

10. **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.

11. **MONTHLY INVESTMENT REPORT FOR MAY 2022**

### Recommendation

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

12. **AWARD OF CONTRACTS TO MULTIPLE CONSULTANTS TO PROVIDE ON-CALL PROFESSIONAL SERVICES FOR PUBLIC WORKS PROJECTS & PROGRAMS**

### Recommendation

It is recommended that the City Council:

1. Accept proposals from multiple vendors (consultants) to provide on-call professional services across twenty-nine (29) disciplines for Public Works projects and programs, and
2. Authorize the City Manager to execute Master Service Agreements with the Consultants.

**13. CONFIRMATION OF SECOND AMENDMENT TO EMPLOYMENT AGREEMENT WITH CITY MANAGER ARMINÉ CHAPARYAN**

**Recommendation**

It is recommended that the City Council authorize the Mayor to sign the amended City Manager's employment agreement.

**14. ADOPTION OF A RESOLUTION AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE CITY, FOR THE PERIOD OF AUGUST 16, 2022 THROUGH SEPTEMBER 15, 2022**

**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE CITY OF SOUTH PASADENA FOR THE PERIOD OF AUGUST 16, 2022 THROUGH SEPTEMBER 15, 2022, PURSUANT TO BROWN ACT PROVISIONS

**Recommendation**

It is recommended that the City Council approve the attached resolution authorizing remote teleconference meetings of the legislative bodies of the City.

**15. DISCRETIONARY FUNDS REQUEST FROM COUNCILMEMBER JACK DONOVAN FOR VARIOUS ITEMS**

**Recommendation**

It is recommended that the City Council approve the following discretionary funds requests: \$500 to assist with the cost of flowers for the South Pasadena Tournament of Roses float, \$1,500 to assist with the cost of the Summer Concerts in the Park series, and \$1,500 and an additional \$1,500 for the Summer Movies in the Park.

**16. AUTHORIZE THE CITY MANAGER TO ACCEPT A GRANT AWARD (MEASURE B) LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES IN AN AMOUNT NOT TO EXCEED \$85,060 FOR THE PURCHASE OF TWO CARDIAC MONITORS/DEFIBRILLATORS**

**Recommendation**

It is recommended that the City Council:

1. Authorize the City Manager to accept a grant award from the Los Angeles County (County) Department of Health Services (DHS) Emergency Medical Services Agency (EMS Agency) in an amount not to exceed \$85,060;
2. Increase line-items for revenue "Miscellaneous Grants" 101-0000-0000-5071-003 and expenditure "Medical Supplies" 101-5010-5011-8025 by \$85,060;
3. Authorize the purchase of two cardiac monitor/defibrillators (Monitors) from Zoll Medical Corporation in the amount of \$84,989; and
4. Waive bidding requirements and authorize a single source purchase pursuant to South Pasadena Municipal Code (SPMC) Section 2.99-29(11)(j).

**17. APPROVAL OF RESOLUTIONS AND RELATED MATTERS FOR THE LIBRARY SPECIAL TAX****RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ORDERING THE SUBMISSION TO THE QUALIFIED ELECTORS OF THE CITY OF A CERTAIN MEASURE RELATING TO EXTENSION OF THE LIBRARY SPECIAL TAX ORDINANCE AT THE GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 8, 2022, AS CALLED BY RESOLUTION NO. 7767

**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 8, 2022, WITH THE STATEWIDE GENERAL ELECTION TO BE HELD IN THE COUNTY OF LOS ANGELES THE SAME DAY; TO AUTHORIZE THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CANVASS THE RETURNS OF SAID GENERAL MUNICIPAL ELECTION; AND TO REQUEST THAT THE REGISTRAR-RECORDER/COUNTY CLERK OF SAID COUNTY BE PERMITTED TO RENDER FULL SERVICES TO THE CITY OF SOUTH PASADENA RELATING TO THE CONDUCT OF SAID GENERAL MUNICIPAL ELECTION PURSUANT TO CALIFORNIA ELECTIONS CODE SECTION 10403

**Recommendation**

It is recommended that the City Council:

1. Approve language and terms of the ballot measure to be presented to voters to extend the Library Special Tax to be effective on July 1, 2024 and remain in effect until otherwise terminated by majority vote of the electorate in South Pasadena; and
2. Adopt a resolution related to the November 8, 2022, General Municipal Election:
  - a. Submitting to the voters a question relating to the extension of the Library Special Tax Measure on the November 8, 2022 General Municipal Election ballot;
  - b. Directing the City Attorney to prepare an impartial analysis of the Library Special Tax Measure;
3. Approve requesting the County of Los Angeles to designate the measure (Measure) as Measure L (for library), with second alternative Measure LL, and third alternative Measure B (for "book"); and
4. Adopt a Resolution consolidating the General Municipal Election with the November 8, 2022 Countywide Election.

**18. ADOPT A RESOLUTION REESTABLISHING THE STREET NAME OF HAWTHORNE STREET AND UPDATE THE RAILROAD ALLEY STREET SIGNS****RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, REESTABLISHING THE STREET NAME OF HAWTHORNE STREET

**Recommendation**

It is recommended that the City Council:

1. Adopt a resolution to reestablish the street name of Hawthorne Street for the roadway currently signed as 'Railroad Alley'; and
2. Direct staff to update the 'Railroad Alley' street signs to 'Hawthorne Street' signs.

**19. APPROVAL OF AN AGREEMENT WITH THE SOUTH PASADENA CHAMBER OF COMMERCE (CHAMBER) FOR CONTINUED FUNDING FROM BUSINESS IMPROVEMENT TAX (BIT) REVENUES FOR ECONOMIC DEVELOPMENT ACTIVITIES**

**Recommendation**

It is recommended that the City Council authorize the City Manager to execute an agreement with the South Pasadena Chamber of Commerce (Chamber) for continued funding from Business Improvement Tax (BIT) revenues for economic development activities.

**20. APPROVE A PURCHASE ORDER TO D&R OFFICE WORKS, INC. FOR WORKSTATIONS AT THE GARFIELD WATER DISTRIBUTION FACILITY**

**Recommendation**

It is recommended that the City Council:

1. Accept a quote from D&R Office Works, Inc. for the purchase of twelve (12) workstations for the Garfield Water Distribution Facility, including delivery, assembly, and sales tax; and
2. Authorize the City Manager to execute a purchase order with D&R Office Works, Inc. in an amount not to exceed \$55,000, including the \$49,438.39 quoted price and a \$5,438.39 contingency.

**21. AUTHORIZE THE CITY MANAGER TO EXECUTE A LEASE AGREEMENT WITH XEROX FINANCIAL SERVICES, LLC AND AN AGREEMENT WITH MRC SMART TECHNOLOGY SOLUTIONS, FOR THE LEASE OF TWELVE XEROX MULTI-FUNCTION COPIERS, AND MAINTENANCE SERVICES, FOR A FIVE-YEAR TERM**

**Recommendation**

It is recommended that the City Council:

1. Authorize the City Manager to execute a lease agreement with Xerox Financial Services, LLC, for the lease of twelve (12) Xerox multi-function copiers, at a monthly lease cost of \$2,000; and
2. Authorize the City Manager to execute a service agreement with MRC Smart Technology Solutions for the maintenance of the twelve (12) leased Xerox multi-function copiers, for a five-year term.

**22. APPROVAL OF A MEMORANDUM OF UNDERSTANDING WITH THE SOUTH PASADENA PRESERVATION FOUNDATION (SPPF) FOR INSPECTION AND EVALUATION OF HISTORIC UNOCCUPIED CALTRANS SURPLUS HOMES**

**Recommendation**

It is recommended that the City Council authorize the City Manager to enter into a Memorandum of Understanding (MOU) with the South Pasadena Preservation Foundation (SPPF) to inspect and evaluate the historic unoccupied surplus Caltrans properties, and to identify the character-defining features.

**23. APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH HBI INSPECTIONS FOR RESIDENTIAL INSPECTION SCOPE OF REPAIRS AND COST OF REPAIRS****Recommendation**

It is recommended that the City Council:

1. Review and approve of the Professional Services Agreement with HBI Inspections for residential inspection scope of repairs and cost of repairs services related to the Caltrans surplus unoccupied properties for a total not-to-exceed amount of \$140,000; and
2. Authorize the City Manager to execute any documents related to this Agreement. enter into a Professional Services Agreement with HBI Inspections for residential inspection scope of repairs and cost of repairs services related to the Caltrans surplus unoccupied properties for a total not-to-exceed amount of \$140,000.

**PUBLIC HEARING****24. PUBLIC HEARING ON 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 question or receive an explanation of pending charges, confirm the 2022 Los Angeles County Declaration List of Charges (LACo Declaration List).

**ACTION / DISCUSSION****25. REVIEW OF RESIDENT REQUEST FOR ADDITION OF A SECOND CROSSING GUARD AT THE INTERSECTION OF HUNTINGTON DRIVE AND MARENGO AVENUE DURING THE 2022-2023 SCHOOL YEAR****Recommendation**

It is recommended that the City Council provide direction regarding the request for the addition of a second crossing guard at the intersection of Huntington Drive and Marengo Avenue during the 2022-2023 school year.

**26. DISCUSSION AND DIRECTION ON CITY HALL ELECTRIFICATION & RELATED IMPROVEMENT PROJECTS****Recommendation**

It is recommended that the City Council:

1. Provide direction on the City Council's interest in participating in the Southern California Edison (SCE) Charge Ready Program, including consideration of a 10-year commitment to share the cost of installing Level 2 electric vehicle chargers at City Hall parking lots (police department, fire department, and employee parking lots) to support Public Safety fleet electrification;
2. Provide direction to City staff on developing plans to install Level 3 electric vehicle chargers in the City Hall Police Department parking lot to support Public Safety fleet electrification;

3. Provide direction on the City Council's interest in participating in the Clean Power Alliance (CPA) Power Ready Program, including consideration of up to a 20-year commitment, to facilitate installation of solar panels at the Hope/Mound City parking lot and battery backup systems at City Hall to support building electrification;
4. Provide direction on the City's participation in the Metropolitan Water District (MWD) Stormwater for Direct Use Pilot Program, including cost sharing the installation of stormwater capture and reuse equipment in and around the City Hall parking lots, to support related sustainability electrification improvements;
5. Set a date for a public hearing to adopt contracts for energy conservation/alternative energy supply, pursuant to California Government Code Section 4217.10.

**27. PROVIDE DIRECTION REGARDING A PROPOSED MASTER LEASE AGREEMENT BETWEEN THE CITY OF SOUTH PASADENA AND ENTERPRISE FLEET MANAGEMENT INC. FOR POLICE DEPARTMENT FLEET TRANSITION TO BATTERY ELECTRIC VEHICLES**

**Recommendation**

It is recommended that the City Council:

1. Provide direction regarding a Proposed Master Lease Equity Agreement between the City of South Pasadena and Enterprise Fleet Management Inc.; and
2. Provide direction regarding appropriation of \$304,124 for the leasing of ten (10) new Tesla Model Y and ten (10) Tesla Model 3 vehicles from Enterprise Fleet Management Inc.; and
3. Provide direction regarding appropriation of \$383,752 for a one-time down payment for twenty (20) vehicles from Enterprise Fleet Management Inc.; and
4. Provide direction regarding a 15% project contingency for unforeseen expenses, including inflationary cost pressures; and
5. Authorize the City Manager to execute all related documents on behalf of the City.

**28. AWARD OF A CONTRACT FOR WASTE CONSULTANT IN SUPPORT OF AMENDING EXCLUSIVE REFUSE SERVICE AGREEMENT**

**Recommendation**

It is recommended that the City Council award a contract with a consultant to assist the City in amending its current exclusive refuse service agreement with Athens Services as well as to assist the City in negotiating rates with its current exclusive refuse waste hauler.

<b>INFORMATION REPORTS</b>
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**29. APPROVAL OF MOBILE CRISIS PILOT PROGRAM AGREEMENT LETTER**

**Recommendation**

It is recommended that the City Council approve the San Gabriel Valley Council of Government (SGVCOG) Mobile Crisis Pilot Program Agreement Letter, in coordination with the adopted 2022 Legislative Platform.

**30. DISCUSSION OF HOUSING ELEMENT LETTER FROM THE STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (HCD) AND POSSIBLE DIRECTION TO STAFF ON STRATEGIES**

**Recommendation**

It is recommended that the City Council:



1. Review HCD's July 8, 2022, letter reviewing South Pasadena's 2<sup>nd</sup> Draft Housing Element (Attachment 1); and,
2. Provide direction regarding strategies to address HCD's comments.

### **PUBLIC COMMENT – CONTINUED**

#### **31. 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**

August 3, 2022	CANCELLED	
August 17, 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](http://www.southpasadenaca.gov/CityCouncilMeetings2022)

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 20, 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.*

7/14/2022

/S/

Date

Christina A. Muñoz, Deputy City Clerk