



**CITY OF SOUTH PASADENA
CITY COUNCIL**

**A G E N D A
REGULAR MEETING
WEDNESDAY, SEPTEMBER 21, 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, CA 91030. Pursuant to Assembly Bill 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, South Pasadena, CA 91030
- Live Broadcast via the City 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 Diana Mahmud

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 Public 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 to the City website 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 within the first 30 minutes of Public Comment period will be queued up to speak.

PRESENTATIONS**3. PET ADOPTION – PASADENA HUMANE SOCIETY****4. STAFF RECOGNITION**

Staff Introductions:

Management Services Department:

Desiree Jimenez, CMC, Chief City Clerk

Community Services Department:
 Melissa Snyder, Community Services Supervisor
 Melinda Tracey, Management Assistant
 Melissa Diaz, Management Aide
 Jennifer Guidos, Management Aide
 Israel Suarez, Management Analyst

5. **MERCHANT MINUTE – Preppi**
 Business Owners: Lauren Tafuri and Ryan Kuhlman

COMMUNICATIONS

6. **COUNCILMEMBER COMMUNICATIONS**
 Time allotted per Councilmember is three 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 \$19,748.42; GENERAL CITY WARRANTS IN THE AMOUNT OF \$442,212.29; ONLINE PAYMENTS IN THE AMOUNT OF \$611,055.05; PAYROLL IN THE AMOUNT OF \$911,411.31**

Recommendation

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

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

Recommendation

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

11. **ADOPTION OF A RESOLUTION APPROVING A NEW PUBLIC WORKS JOB DESCRIPTION, CLASSIFICATION AND SALARY SCHEDULE CREATION OF FACILITIES AND PARKS SUPERVISOR; AND APPROVAL OF A SECOND SENIOR MAINTENANCE WORKER**

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING A NEW JOB DESCRIPTION AND SALARY RANGE FOR THE FACILITIES AND PARKS SUPERVISOR

Recommendation

It is recommended that the City Council:

1. Approve the reclassification of the Facilities Supervisor and Parks Supervisor to one Facilities and Parks Supervisor position; and
2. Approve the addition of a second Senior Maintenance Worker from the cost savings of consolidating the Facilities and Parks Supervisor positions.

12. AUTHORIZE THE CITY MANAGER TO EXECUTE A CONTRACT WITH WEST COAST ARBORISTS, INC. IN THE AMOUNT OF \$705,500 FOR URBAN FORESTRY SERVICES

Recommendation

It is recommended that the City Council:

1. Award a contract to West Coast Arborists, Inc. to provide urban forestry services to the City for an annual amount of \$705,500 for urban forestry services for:
 - a. Fiscal Years 2022-2023, 2023-2024, and 2024-2025, or
 - b. Fiscal Year 2022-2023, with an option to renew the agreement in years 2023-2024 and 2024-2025;
2. Appropriate an additional \$155,000 from the General Fund to Park Maintenance Contract Services Account No. 101-6010-6410-8170-000 to sufficiently fund services for the City's urban forest, as well as as-needed services for events or special requests; and
3. Authorize the City Manager to enter into a maintenance agreement with West Coast Arborists, Inc. and execute any related documents.

13. AUTHORIZE THE CITY MANAGER TO EXECUTE A CONTRACT WITH BASE HILL, INC. FOR THE MONTHLY AMOUNT OF \$16,885 FOR JANITORIAL SERVICES

Recommendation

It is recommended that the City Council:

1. Award a contract to Base Hill, Inc. to provide janitorial services to City facilities, and authorize the City Manager to enter into a maintenance agreement with Base Hill, Inc. for a monthly amount of \$16,885, and periodic work at proposed hourly rates as needed for janitorial services for:
 - a. Fiscal Years 2022-2023, 2023-2024, and 2024-2025, or
 - b. Fiscal Years 2022-2023, with an option to renew the agreement in years 2023-2024 and 2024-2025; and
2. Appropriate an additional \$15,400 from the General Fund to Facilities Maintenance Contract Services Account No. 101-6010-6601-8180-000 to sufficiently fund monthly janitorial services for the City's facilities, as well as as-needed services for events or special requests.

14. AUTHORIZE THE CITY MANAGER TO EXECUTE A CONTRACT WITH CIVICPLUS IN THE AMOUNT OF \$29,709.50 FOR COMMUNITY SERVICES DEPARTMENT MANAGEMENT SOFTWARE

Recommendation

It is recommended that the City Council:

1. Authorize the City Manager to execute the attached agreement with CivicPlus in the amount of \$29,709.50 for Community Services Department Management Software; and
2. Transfer \$50,000 in State and Local Fiscal Recovery Funds from Account No. 101-3010-3041-8020 (Finance - Special Department Expense). to Account No. 101-8030-8031-8180 (Community Services - Contract Services) to fully fund the agreement.

15. AGREEMENT WITH NEOGOV FOR SUBSCRIPTION SERVICES TO ENHANCE HIRING AND EMPLOYEE MANAGEMENT EFFICIENCIES

Recommendation

It is recommended that the City Council:

1. Authorize the City Manager to Execute an Agreement with NEOGOV, for subscription services to enhance the recruitment, onboarding and employee efficiency, in the amount of \$51,222.29, for the period of October 3, 2022, through June 30, 2024; and
2. Transfer \$51,229.29 in State and Local Fiscal Recovery Funds from Account No. 101-3010-3041-8020 (Finance- Special Department Expense) to Account No, 101-3010 to fully fund the agreement, with funds for the second year of subscription services rolling over to Fiscal Year 2023-2024.

ACTION / DISCUSSION

16. CLEAN POWER ALLIANCE POWER READY PROGRAM

Recommendation

It is recommended that the City Council authorize the City Manager to enter into a Memorandum of Understanding with the Clean Power Alliance to participate in the Clean Power Alliance Power Ready Program, which facilitates installation of solar panels at the Hope/Mound City parking lot and battery backup systems at City Hall to support building electrification.

17. POLICE DEPARTMENT FLEET ELECTRIC VEHICLE LEASE AND SOUTHERN CALIFORNIA EDISON (SCE) CHARGE READY PROGRAM

Recommendation

It is recommended that the City Council:

1. Authorize the City Manager to enter into a Participation Agreement with Southern California Edison (SCE) to participate in the SCE Charge Ready Program, which facilitates installation of Level 2 electric vehicle chargers at City Hall parking lots (police department, fire department, and employee parking lots) to support Public Safety fleet electrification, and a 10-year commitment by the City to provide and maintain the chargers;
2. Authorize the City Manager to enter into a Master Lease Equity Agreement between the City of South Pasadena and Enterprise Fleet Management Inc.;
3. Authorize 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., authorize appropriation of \$383,752 for a one-time down payment for twenty (20) vehicles from Enterprise Fleet Management Inc., and a 15% project contingency, and authorize \$31,124 for the vehicle lease account deficit payment, for a total of \$719,000;
4. Provide direction to City staff on developing plans to install one or more Level 3 electric vehicle chargers in the City Hall Police Department parking lot to support Public Safety fleet electrification; and
5. Authorize the City Manager to execute related documents on behalf of the City.

INFORMATION REPORTS

18. CITYWIDE OPERATIONAL STATUS UPDATE

Recommendation

It is recommended that the City Council receive a summary from staff on a Citywide operational status update.

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 2. No new speakers will be accepted at this time.

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

October 5, 2022	Regular City Council Meeting	7:00 p.m.
October 19, 2022	Regular City Council Meeting	7:00 p.m.
November 2, 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 **September 21, 2022**, 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.*

9/15/2022

/S/

Date

Desiree Jimenez, CMC, Chief City Clerk