



**CITY OF SOUTH PASADENA
CITY COUNCIL**

**A G E N D A
REGULAR MEETING
WEDNESDAY, SEPTEMBER 7, 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	Evelyn G. Zneimer

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**

Introduction of Summer Interns:

Human Resources Department: John Hah, Jr.

Community Development Department: Emilio Lois

Public Works Department: Grace Dennis, Yosef Schnitzer, and Will Shin

Staff Introductions:

Fire Department: Jacob Tobias

Delta – Accelerant Detection Canine

4. **DEPARTMENT HIGHLIGHT VIDEO**
Library
5. **PRESENTATION AND LAUNCH OF CITY'S MOBILE APPLICATION**

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 \$99,340.37; GENERAL CITY WARRANTS IN THE AMOUNT OF \$2,579,728.08; ONLINE PAYMENTS IN THE AMOUNT OF \$52,523.65; TRANSFERS IN THE AMOUNT OF \$264,800.08; PAYROLL IN THE AMOUNT OF \$788,370.88**

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. **AUTHORIZE APPOINTMENT OF COMMISSIONERS TO CITY BOARDS AND COMMISSIONS**

Recommendation

It is recommended by Mayor Cacciotti that the City Council appoint the following to three-year terms ending December 31, 2024:

- Lela Bissner, Community Services Commission
- Gabriel Garcia Vogel, Community Services Commission
- Bryan Samuels, Community Services Commission
- Diego Zavala, Mobility and Transportation Infrastructure Commission
- Richard Tom, Natural Resources and Environmental Commission
- Ryan Jones, Public Works Commission

12. APPROVAL OF 2023 CITY COUNCIL MEETING SCHEDULE**Recommendation**

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

13. ADOPTION OF A RESOLUTION AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE CITY, FOR THE PERIOD OF SEPTEMBER 16, 2022 THROUGH OCTOBER 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 SEPTEMBER 16, 2022 THROUGH OCTOBER 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, for the period of September 16, 2022 through October 15, 2022.

14. TRANSPORTATION PROGRAM MANAGER CLASSIFICATION AND SALARY SCHEDULE CREATION**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING A NEW JOB CLASSIFICATION AND SALARY RANGE FOR THE TRANSPORTATION PROGRAM MANAGER

Recommendation

It is recommended that the City Council approve the job description and salary schedule for the Transportation Program Manager position and appropriate \$3,960 to 233-6010-6011-7000-000 from Measure R Reserves and \$3,960 to 236-6010-6011-7000-000 from Measure M Reserves.

15. AUTHORIZE THE CITY MANAGER TO APPROVE AND EXECUTE THE EXTENSION OF THE AGREEMENT AND EXECUTE AN AMENDMENT WITH ALL CITY MANAGEMENT SERVICES, INC., FOR THE ADDITION OF AN ELEVENTH CROSSING GUARD FOR A ONE-YEAR PILOT PROGRAM AS PREVIOUSLY APPROVED BY THE CITY COUNCIL, FOR AN AMOUNT NOT-TO-EXCEED \$19,570.95, AND A TOTAL CONTRACT AMOUNT NOT-TO-EXCEED \$212,082.33**Recommendation**

It is recommended that the City Council:

1. Authorize the City Manager to approve and execute the extension of the agreement and execute an amendment with All City Management Services, Inc., for the addition of an eleventh crossing guard for a one-year pilot program as previously approved by the City Council, for an amount not-to-exceed \$19,570.95 and a total contract amount not-to-exceed \$212,082.33 to cover expenses for the 2022-2023 school year; and
2. Approve the transfer of \$19,570.95 from General Fund reserves to the Account No. 101-4010-4011-8180 (Police Department-Contract Services) to fund the addition of an eleventh crossing guard for a one-year pilot program.

- 16. AUTHORIZE THE CITY MANAGER TO EXECUTE A SECOND CONTRACT AMENDMENT TO THE PROFESSIONAL SERVICE AGREEMENT WITH TRANSTECH ENGINEERS, INC., TO EXTEND THE CONTRACT TERMS FOR BUILDING AND SAFETY SERVICES THROUGH JUNE 30, 2024**

Recommendation

It is recommended that the City Council authorize the City Manager to execute a second contract Amendment to the Professional Services Agreement (PSA) with Transtech Engineers, Inc., for building and safety services to extend the contract term through June 30, 2024.

- 17. REVIEW AND APPROVE BEQUEST TO THE SOUTH PASADENA LIBRARY FOR CAPITAL IMPROVEMENTS TO THE CHILDREN'S WING**

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ACCEPTING THE BEQUEST TO THE SOUTH PASADENA LIBRARY FROM BERT EDWARD CARLYLE AND CONCURRING WITH THE ACTION OF THE LIBRARY BOARD OF TRUSTEES

Recommendation

It is recommended that the City Council adopt a resolution to:

1. Concur with the action taken by the Library Board of Trustees to accept a conditional bequest to the South Pasadena Library for specified capital improvement to the Children's Wing;
2. Accept bequest, as conditioned, for use of monies for specified capital improvement to the South Pasadena library; and
3. Establish Fund 209- Carlyle Library Bequest Fund with the monies deposited into the new revenue line-item 209-0000-0000-5501-020 for use of the monies consistent with the bequest.

ACTION / DISCUSSION

- 18. DIRECTION REGARDING THE VIABILITY OF CONSTRUCTING A FLOAT BARN ON CITY-OWNED PROPERTY BY THE SOUTH PASADENA TOURNAMENT OF ROSES**

Recommendation

It is recommended that the City Council provide direction regarding the viability of constructing a float barn on city-owned property by the South Pasadena Tournament of Roses (SPTOR).

- 19. REVIEW OF FINANCE POLICIES AND PROCEDURES**

Recommendation

It is recommended that the City Council:

1. Review final draft of Finance Policies and Procedures; and
2. Authorize staff to prepare ordinance to address new purchasing limits.

INFORMATION REPORTS

- 20. CLIMATE ACTION PLAN UPDATE**

Recommendation

It is recommended that the City Council receive and file an update on the progress of the Climate Action Plan.

PUBLIC COMMENT – CONTINUED**21. 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 21, 2022	Regular City Council Meeting	7:00 p.m.
October 5, 2022	Regular City Council Meeting	7:00 p.m.
October 19, 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 7, 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.*

9/1/2022

/S/

Date

Yolanda Chavez, CMC, Interim City Clerk Records Specialist