



CITY OF SOUTH PASADENA  
CITY COUNCIL

AGENDA

REGULAR MEETING  
WEDNESDAY, APRIL 17, 2024, AT 7:00 P.M.

AMEDEE O. “DICK” RICHARDS JR. 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 Amedee O. “Dick” Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, CA 91030.

Public participation may be made as follows:

- In Person – Council Chambers, 1424 Mission Street, South Pasadena, CA 91030.
- Live Broadcast via the City 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**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to [ccpubliccomment@southpasadenaca.gov](mailto:ccpubliccomment@southpasadenaca.gov).
- Via Phone – +1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

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. By calling: +1-669-900-6833 and entering the Zoom Meeting ID listed above; and viewing the meeting via [http://www.spectrumstream.com/streaming/south\\_pasadena/live.cfm](http://www.spectrumstream.com/streaming/south_pasadena/live.cfm)

**CALL TO ORDER:** Mayor Evelyn G. Zneimer

**ROLL CALL:** Mayor Evelyn G. Zneimer  
Mayor Pro Tem Jack Donovan  
Councilmember Jon Primuth  
Councilmember Michael A. Cacciotti  
Councilmember Janet Braun

**PLEDGE OF ALLEGIANCE:** Councilmember Jon Primuth

**PUBLIC COMMENT GUIDELINES**

The City Council welcomes public input. Members of the public may comment on a non-agenda subject under the jurisdiction of the City Council or on an agenda item. Members of the public will have three minutes to address the City Council, however, the Mayor and City Council may adjust the time allotted, as needed.

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. When submitting a public comment, please make sure to include the following:

- 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 City Council meeting. Correspondence received after this time will be distributed the following business day.

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 time limit to less than three minutes, as needed.

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 speakers remain in the queue, they will be heard at the end of the meeting. Only Speakers who submit a Public Comment card within the first 30 minutes of Public Comment period will be queued up to speak.

**PRESENTATIONS****3. PRESENTATION OF NEW EMPLOYEE AMBER TARDIF, DEPUTY CITY CLERK****4. PRESENTATION OF MERCHANT MINUTE - THE DAILY****5. PROCLAMATION FOR ARBOR DAY****6. PROCLAMATION FOR EARTH DAY****7. PROCLAMATION IN REMEMBRANCE OF THE ARMENIAN GENOCIDE****CHANGES TO THE AGENDA****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 \$119,558.47; GENERAL CITY WARRANTS IN THE AMOUNT OF \$946,943.40; TRANSFERS IN THE AMOUNT OF \$38,714.09; ONLINE PAYMENTS IN THE AMOUNT OF \$117,210.09; VOIDS IN THE AMOUNT OF (\$50.00); PAYROLL IN THE AMOUNT OF \$1,673,546.01**

Recommendation

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

10. **MONTHLY INVESTMENT REPORTS FOR DECEMBER 2023 AND JANUARY 2024**

Recommendation

It is recommended that the City Council receive and file the Monthly Investment Reports for December 2023 and January 2024.

11. **CONSIDERATION OF APPROVAL OF THE THIRD AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH MV CHENG AND ASSOCIATES, INC., FOR TEMPORARY STAFFING SERVICES, AT A COST OF \$90,000, FOR A NEW TOTAL NOT-TO-EXCEED AMOUNT OF \$434,000**

Recommendation

It is recommended that the City Council consider approval of the Third Amendment to the Professional Services Agreement with MV Cheng and Associates, Inc., in the amount of \$90,000, for continued temporary staffing services, and for a new total not-to-exceed amount of \$434,000.

12. **CONSIDERATION OF APPROVAL OF CITY COUNCIL, HOUSING AUTHORITY, JOINT FINANCE COMMISSION/CITY COUNCIL MEETING MINUTES FOR FEBRUARY 21, 2024**

Recommendation

It is recommended that the City Council consider the approval of the minutes for the Special Housing Authority Meeting, Special Joint Meeting with the Finance Commission, and the Regular City Council Meeting that took place on February 21, 2024.

13. **CONSIDERATION OF ADOPTION OF A RESOLUTION APPROVING FINAL MAP NO. 84122 FOR THE PROJECT LOCATED AT 1020 EL CENTRO STREET**

Recommendation

It is recommended that the City Council adopt the Resolution approving Final Map No. 84122 for 1020 El Centro Street and authorize its recordation with Los Angeles County Recorder's Office.

**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPROVING FINAL MAP NO. 84122 FOR THE PROJECT LOCATED AT 1020 EL CENTRO STREET

14. **CONSIDERATION OF APPROVING THE FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH ARROYO BACKGROUND INVESTIGATIONS FOR ADDITIONAL FUNDING FOR PAST-DUE INVOICES AND FUTURE BACKGROUND INVESTIGATIONS NEEDS, IN A NEW TOTAL NOT-TO-EXCEED AMOUNT OF \$69,500 AND AMEND THE TERMINATION DATE.**

Recommendation

It is recommended that the City Council consider:

1. Approve the First the City Amendment to the Professional Services Agreement with Arroyo Background Investigations to extend the agreement date to April 2025 and to add additional funding in the amount of \$39,500, for a new total not-to-exceed compensation amount of \$69,500;
2. Authorize payments in the amount of \$14,500 for past-due invoices and services rendered, and \$2,500 for services being rendered for current recruits in the background investigation process

15. **CONSIDERATION OF AN APPROPRIATION OF \$54,450 FOR THE ANNUAL FOURTH OF JULY EVENT AND APPROVAL OF A CONTRACT WITH PYRO-SPECTCULARS, INC. IN THE AMOUNT OF \$35,590 FOR THE FOURTH OF JULY FIREWORKS DISPLAY**

Recommendation

It is recommended that the City Council consider:

1. Appropriation of \$54,450 from the General Fund balance to the Community Services Special Events Account No. 101-8030-8031-8264 to fund the costs that occur in Fiscal Year 2023-2024 for the annual Fourth of July event; and
2. Approve the contract with Pyro-Spectaculars, Inc. in the amount of \$35,590 for the Fourth of July Fireworks display.

16. **CONSIDERATION OF AN INCENTIVE MANAGEMENT FEE OF \$18,563.67 FOR FISCAL YEAR 2022/2023 BASED ON INCREASES IN THE ANNUAL NET OPERATING INCOME FOR DONOVAN BROS. GOLF, LLC**

Recommendation

It is recommended that the City Council consider an Incentive Management Fee (Incentive of \$18,563.67 for Fiscal Year (FY) 2022/2023 based on increases in the annual Net Operating Income (NOI) for Donovan Bros. Golf, LLC (Donovan).

**PUBLIC HEARING**

17. **PUBLIC HEARING TO ADOPT A RESOLUTION APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR FISCAL YEAR 2024/2025 IN THE AMOUNT OF \$127,365, WITH \$19,104 FOR THE SENIOR NUTRITION PROGRAM AND \$108,261 FOR SIDEWALK REPLACEMENTS AND AMERICANS WITH DISABILITIES (ADA) ACT RAMP UPGRADES**

Recommendation

It is recommended that the City Council conduct a public hearing and adopt a resolution to approve an allocation of the Community Development Block Grant funds for the Fiscal Year 2024/2025, in the total amount of \$127,365, with \$19,104 for the Senior Nutrition Program and \$108,261 for Sidewalk Replacements and ADA ramp upgrades.

**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AUTHORIZING THE ALLOCATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR THE SENIOR NUTRITION PROGRAM AND SIDEWALK REPLACEMENTS AND AMERICANS WITH DISABILITIES ACT (ADA) RAMP UPGRADES FOR FISCAL YEARS 2024/2025

**ACTION/DISCUSSION**

**18. DISCUSSION AND PROVIDE DIRECTION ON THE CITY'S PARTICIPATION IN THE SAN GABRIEL VALLEY CRISIS ASSISTANCE RESPONSE AND ENGAGEMENT (SGV CARE) PROGRAM**

Recommendation

It is recommended that the City Council discuss and consider providing direction to staff on the City's participation in the San Gabriel Valley Crisis Assistance Response & Engagement (SGV CARE) program.

**19. APPROVAL OF FISCAL YEAR 2023-24 MID-YEAR BUDGET REPORT AND CAPITAL IMPROVEMENT PROGRAM (CIP) CONTINUING APPROPRIATIONS AND RESOLUTION**

Recommendation

It is recommended that the City Council:

1. Approve the Fiscal Year 2023-24 Mid-Year Budget Report and Adjustments;
2. Approve of Fiscal Year 2023-24 Capital Improvement Program (CIP) Continuing Appropriations; and
3. Adopt A Resolution of The City Council of The City of South Pasadena Approving Fiscal Year 2023-2024 Mid-Year Budget Amendments and Adjustments and Capital Improvement Program Carryovers.

**20. CONSIDERATION OF APPROVAL OF AN AGREEMENT WITH NHA ADVISORS, LLC. FOR LIVE AND RECORDED TRAINING ON THE FIVE-YEAR DYNAMIC FORECAST MODELING TOOL, FOR A NEW TOTAL NOT-TO-EXCEED AMOUNT OF \$33,000, AND DISCUSSION AND DIRECTION ON THE USE OF THE DYNAMIC FORECAST MODELING TOOL IN CONJUNCTION WITH THE CITY'S BUDGET DEVELOPMENT PROCESS FOR FISCAL YEAR 2024-2025**

Recommendation

It is recommended that the City Council:

1. Approve an Agreement with NHA Advisors, LLC in the additional amount of \$3,500 for a live and recorded training on the dynamic forecast modeling tool for a new total not-to-exceed amount of \$33,000; and
2. Provide direction to staff on the use of the dynamic forecast modeling tool as part of the FY 2024-25 budget development process.

**21. CONSIDER OF AN APPROPRIATION OF \$130,295 FOR THE ARROYO SECO GOLF COURSE COMPREHENSION PLAN AND AWARD A CONTRACT TO GOLF COURSE, LTD DBA FORREST RICHARDSON GOLF COURSE ARCHITECTS FOR THE DEVELOPMENT OF THE ARROYO SECO GOLF COURSE COMPREHENSIVE PLAN**

Recommendation

It is recommended that the City Council:

1. Appropriate \$130,295 which includes a 15% contingency for the Arroyo Seco Golf Course Comprehensive Plan from the Arroyo Seco Golf Course Fund Balance to Professional Services Account No 295-8040-8041-8170;
2. Award of Contract to Golf Course, LTD DBA Forrest Richardson Golf Course Architects for the development of the Arroyo Seco Golf Course Comprehensive Plan in the amount of \$113,300 with a 15% contingency for a total of \$130,295; and
3. Authorize the City Manager to execute an agreement with Golf Course, LTD, DBA Forrest Richardson Golf Course Architects.

**22. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR NOVEMBER 16, 2022**

Recommendation

It is recommended that the City Council approve the minutes for the November 16, 2022, Regular City Council Meeting.

**PUBLIC COMMENT – CONTINUED**

**23. CONTINUED PUBLIC COMMENT – GENERAL**

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

**COMMUNICATIONS**

**24. COUNCILMEMBER COMMUNICATIONS**

The time allotted to speak per Councilmember is three minutes. Additional time will be allotted at the end of the City Council meeting agenda, if necessary.

**25. CITY MANAGER COMMUNICATIONS**

**ADJOURNMENT**

**FOR YOUR INFORMATION**

**FUTURE CITY COUNCIL MEETINGS**

April 24, 2024	Special Joint Meeting with the Finance Commission – LLMD & CIP Fund Study Session	TBD
May 1, 2024	Regular City Council Meeting	7:00 P.M.
May 15, 2024	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 viewing on the City’s website:

<https://www.southpasadenaca.gov/government/city-council-meetings/2024-council-meetings>

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 **April 17, 2024**, 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.*

4/11/2024

/s/

Date

Amber Tardif, Deputy City Clerk