



**CITY OF SOUTH PASADENA  
CITY COUNCIL REGULAR MEETING AGENDA**

**Council Chamber  
1424 Mission Street, South Pasadena, CA 91030**

**August 21, 2019, at 7:30 p.m.**

*In order to address the City Council, please complete a Public Comment Card.  
Time allotted per speaker is three minutes.  
No agenda item may be taken after 11:00 p.m.*

**CALL TO ORDER:** Mayor Marina Khubesian, M.D.

**ROLL CALL:** Councilmembers Michael A. Cacciotti, Diana Mahmud, and Richard D. Schneider, M.D.; Mayor Pro Tem Robert S. Joe; and Mayor Marina Khubesian, M.D.

**PLEDGE OF ALLEGIANCE:** Councilmember Michael A. Cacciotti

**1. CLOSED SESSION ANNOUNCEMENTS:** A Closed Session Agenda has been posted separately.

**PRESENTATIONS**

- 2. Merchant Minute**
- 3. Certificate of Recognition: Michelle Hammond, Owner, The Munch Company**
- 4. Presentation by the Pasadena Humane Society on Available Animal Adoptions**
- 5. Arts Invocation – South Pasadena Arts Council (SPARC)**

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**PUBLIC COMMENTS AND SUGGESTIONS**

(Time limit is three minutes per person)

The City Council welcomes public input. Members of the public may address the City Council by completing a public comment card and giving it to the Chief City Clerk prior to the meeting. At this time, the public may address the City Council on items that are not on the agenda. 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.

**COMMUNICATIONS**

**6. Councilmembers 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 and Additions to the Agenda**

**OPPORTUNITY TO COMMENT ON CONSENT CALENDAR**

In order to address the City Council, please complete a Public Comment card. Time allotted per speaker is three minutes. 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 an audience member 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.

**CONSENT CALENDAR**

**9. Prepaid Warrants, General City Warrants, and Payroll**

Recommendation

Approve the City of South Pasadena Prepaid Warrants Nos. 307796 – 308049 in the amount \$1,419,304.69; General City Warrants Nos. 308050 – 308175 in the amount of \$977,371.14; Payroll dated July 12, 2019 in the amount of \$741,495.02, July 19, 2019 in the amount of \$186,496.41, July 26, 2019 in the amount of \$647,135.57, and August 9, 2019 in the amount of \$943,861.11; Wire Transfers (LAIF) in the amount of \$3,000,000.00; Wire Transfers (Acct #2413) in the amount of \$22,000.00, and Wire Transfers (Acct #1936) in the amount of \$5,000.00.

**10. Monthly Investment Reports for June 2019**

Recommendation

Receive and file the monthly investment reports for June 2019.

**11. Adoption of Resolution Establishing a Code of Ethics and Conduct Policy for Elected and Appointed Officials**

Recommendation

Adopt a resolution establishing a Code of Ethics and Conduct policy for all elected and appointed officials, including members of advisory boards, commissions and committees, to address responsibility, fairness, respect and integrity.

**12. Adoption of a Resolution Supporting and Authorizing the City Manager to File an Application for the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 – Proposition 68**

Recommendation

1. Adopt a resolution approving an application for the Proposition 68 Per Capita Grant Fund; and
2. Authorize the City Manager or their designee to sign the applications and all related grant documents.

**13. Authorize the Second Amendment with West Coast Arborist Inc. for 2019-20 Fiscal Year Urban Forestry Services in a Total Not-to-Exceed Amount of \$379,500**

Recommendation

Authorize the City Manager to execute the second Contract Amendment with West Coast Arborists Inc., in an amount not-to-exceed \$379,500, for 2019-20 Fiscal Year Urban Forestry Services.

**14. Approve the Fiscal Year 2019-20 Street Improvement Project List**

Recommendation

Authorize the City Manager to execute the second Contract Amendment with West Coast Arborists Inc., in an amount not-to-exceed \$379,500, for 2019-20 Fiscal Year Urban Forestry Services.

**15. Appointment of Voting Delegate and Alternate to Represent the City of South Pasadena at the 2019 League of California Cities' Annual Business Meeting**

Recommendation

Appoint Mayor Marina Khubesrian as the City of South Pasadena's voting delegate, and Councilmember Diana Mahmud as the voting alternate for the League of California Cities' 2019 Annual Business Meeting on Friday, October 18, 2019, at the Long Beach Convention Center.

**16. Approve an Agreement with the City of Pasadena to Provide them with Supplemental Law Enforcement Services for a Period of Three Years**

Recommendation

Approve an agreement for supplemental law enforcement services with the City of Pasadena Police Department for large-scale, preplanned events for a three-year term.

**17. Authorization to Execute a Contract Amendment with PayTech Payroll Implementation Services for an additional \$30,000 for a Total Not to Exceed Amount of \$90,000**

Recommendation

Authorize the City Manager to execute an amended agreement with PayTech to assist with the implementation of additional payroll implementation services for an additional \$30,000 for a new total not-to-exceed contract amount of \$90,000.

**18. Adoption of a Resolution Authorizing Submittal of a Grant Application to Participate in the Used Oil Payment Program**

Recommendation

1. Adopt a resolution authorizing the submittal of a grant application to participate in the State of California Department of Resources Recycling and Recovery’s (CalRecycle) Used Oil Payment Program; and
2. Authorize the City Manager to execute all documents required to obtain the grant.

**19. Adoption of a Resolution Supporting and Authorizing the City Manager to File Applications for the Senate Bill 2 Planning Grants Program**

Recommendation

Adopt a resolution supporting and authorizing staff to file applications for Senate Bill 2 Planning Grants.

**20. Discretionary Fund Request from Mayor Khubesrian for up to \$5,000 to Host the Convening of Los Angeles County Mayors**

Recommendation

Approve a Discretionary Fund request by Mayor Khubesrian for up to \$5,000 to host the Convening of Los Angeles County Mayors in September.

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**PUBLIC HEARING ITEMS**

**21. Appeal of Planning Commission Decision (2180-APPEAL) Project No. 2221-APPEAL 817 Orange Grove Place (APN: 5315-018-064)**

Recommendation

1. Conduct a public hearing; and
2. Staff recommends that the City Council deny the Appeal and uphold the Planning Commission decision to approve the new development project per the Conditions of Approval including that the project be built consistent with the approved plans for the proposed tri-plex development located at 817 Orange Grove Place.

**ACTION/DISCUSSION**

**22. Approval of Grants Management Plan for Fiscal Year 2019-2020**

Recommendation

1. Approve the Grants Management Plan for fiscal year 2019-20;
2. Adopt the Grants Policies and Procedures Manual; and
3. Authorize the City Manager to sign relevant documents for the grants identified in the Plan.

**ADJOURNMENT**

**FUTURE CITY COUNCIL MEETINGS  
(OPEN SESSION)**

August 21, 2019	Regular City Council Meeting	Council Chamber	7:30 p.m.
September 4, 2019	CANCELED		
September 18, 2019	Regular City Council Meeting	Council Chamber	7:30 p.m.

**PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS**

Prior to meetings, City Council Meeting agenda packets are available at the following locations:

- City Clerk’s Division, City Hall, 1414 Mission Street, South Pasadena, CA 91030;
- South Pasadena Public Library, 1100 Oxley Street, South Pasadena, CA 91030; and
- City website: [www.southpasadenaca.gov/agendas](http://www.southpasadenaca.gov/agendas)

Agenda related documents provided to the City Council are available for public inspection in the City Clerk’s Division, and on the City’s website at [www.southpasadenaca.gov/agendas](http://www.southpasadenaca.gov/agendas). During the meeting, these documents will be available for inspection as part of the “Reference Binder” kept in the rear of the City Council Chamber.

Regular meetings are broadcast live on Spectrum Channel 19 and AT&T Channel 99. Meetings are also streamed live via the internet at [www.southpasadenaca.gov/agendas](http://www.southpasadenaca.gov/agendas).

**AGENDA NOTIFICATION SUBSCRIPTION**

Individuals can be placed on an email notification list to receive forthcoming agendas by calling the City Clerk’s Division at (626) 403-7230.

**ACCOMMODATIONS**



The City of South Pasadena wishes to make all of its public meetings accessible to the public. Meeting facilities are accessible to persons with disabilities. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Hearing assistive devices are available in the Council Chamber. 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).

*I declare under penalty of perjury that I posted this notice of agenda 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.*

8/15/19

/S/

Date

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Maria E. Ayala  
Chief City Clerk