



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

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

June 17, 2020, at 7:30 p.m.

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

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the City Council for June 17, 2020 will be conducted remotely and held by video conference. The Meeting will be broadcast live on the City's website (http://www.spectrumstream.com/streaming/south_pasadena/live.cfm) and local cable channels.

Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Council Members will be participating remotely and will not be physically present in the Council Chambers.

If you would like to comment on an agenda item, members of the public may submit their comments in writing for City Council consideration, by emailing them to: ccpubliccomment@southpasadenaca.gov. **Public Comments must be received by 6 p.m., June 16, 2020** to ensure adequate time to compile and post. Public Comment portion of the email is limited to 250 words. Please make sure to indicate: 1) your name; 2) what agenda item you are submitting public comment on, or if it is a general public comment; and/or 3) if you request for your public comment to be read at the meeting.

CALL TO ORDER: Mayor Robert S. Joe

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

PLEDGE OF ALLEGIANCE: Councilmember Richard Schneider, M.D.

CLOSED SESSION ANNOUNCEMENTS

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

PUBLIC COMMENT AND SUGGESTIONS
The City Council welcomes public input. Members of the public may address the City Council by emailing: ccpubliccomment@southpasadenaca.gov. Public Comments must be received by 6 p.m., June 16, 2020 to ensure adequate time to compile and post. Public Comment portion of the email is limited to 250 words. Please make sure to indicate: 1) your name; 2) what agenda item you are submitting public comment on, or if it is a general public comment; and/or 3) if you request for your public comment to be read at the meeting.

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.

2. Public Comment – General

COMMUNICATIONS

3. 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.

4. City Manager Communications

5. Reordering of and Additions to the Agenda

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.

CONSENT CALENDAR

6. Approval of Prepaid Warrants in the Amount of \$112,528.92; General City Warrants in the Amount of \$495,300.18; General City Warrant Voids in the Amount of (\$4,063.79); Supplemental ACH Payments in the Amount of \$9,348.96.

Recommendation

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

7. Approval of Updated 2020 City Council Meeting Schedule

Recommendation

It is recommended that the City Council approve the Updated City Council meeting schedule for the 2020 calendar year adding the August 5, 2020 City Council Meeting.

8. Monthly Investment Reports for April 2020

Recommendation

It is recommended that the City Council receive and file the monthly investment reports for April 2020.

9. Award of Contract to Better 4 You Meals in the Amount of \$85,135 for the Catered Senior Meal Program beginning June 1, 2020 and Fiscal Year 2020-2021, with the Option to Renew the Contract for an Additional Four Year

Recommendation

It is recommended that the City Council:

1. Award a contract for the Senior Meal Program (Program) to Better 4 You Meals in the amount of \$85,135 for Fiscal year 2020-2021, to provide meals at the Senior Center and for home delivery. The contract will serve for a one-year period. Additionally, in accordance with the Community Development Block Grant (CDBG) guidelines, staff may automatically renew the contract up to four additional years (pending sufficient funds from CDBG), for a contract total of five-years, ending in 2025.
2. Approval starting June 1, 2020; contract with existing caterer will be terminated effective May 30, 2020.

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10. Purchase of Carbon Media from Calgon Carbon Corporation for the Wilson Wellhead Treatment System for a Total Not-to-Exceed Amount of \$185,000

Recommendation

It is recommended that the City Council authorize the City Manager to purchase carbon media from Calgon Carbon Corporation (Calgon) for a total not-to-exceed amount of \$185,000 (\$178,130 for the bid amount and \$6,870 for contingency) for the Wilson Wellhead Treatment System.

11. Approve an Agreement with Empire Pipe Cleaning and Equipment Inc. for 2020 Sewer System Closed Circuit Television Inspection and Cleaning Project in an Amount Not-to-Exceed \$502,920

Recommendation

It is recommended that the City Council:

1. Accept a bid dated May 14, 2020 from Empire Pipe Cleaning and Equipment Inc. for the 2020 Sewer System Closed Circuit Television (CCTV) Inspection and Cleaning Project (Project);
2. Authorize the City Manager to enter into an agreement with Empire Pipe Cleaning and Equipment Inc., for a bid amount of \$457,200;
3. Authorized a construction contingency ten percent in the amount of \$45,720 for a total amount of \$502,920; and
4. Authorize a budget amendment to transfer \$502,920 from the Sewer Fund reserve to Sewer Account No. 210-9000-9000-9010-000

12. Authorize the Professional Services Agreements with Three On-call Planning Firms to Assist with Major Project Review in the Amount not-to-exceed of \$50,000 per Firm for a Total not-to-exceed Amount of \$150,000 for All Three, Paid for by Project Applicants

Recommendation

It is recommended that the City Council authorize the City Manager to execute the Professional Services Agreements (PSAs) with three on-call Planning Firms to assist with Major Project Review in the amount not-to-exceed of \$50,000 per firm.

13. Approval of an Amendment to the Amended and Restated Agreement with Acorn Technology to Extend Term of Agreement for One Year for Information Technology Services

Recommendation

It is recommended that the City Council approve an Amendment to the Amended and Restated Agreement with Acorn Technology (Acorn) to extend the term of services for one additional year, through June 2021, for the maintenance and continuity of Information Technology (IT) Services. All other terms of the contract will remain the same, including hourly rates and not-to-exceed total annual maximum amount of \$185,200.

14. Consideration of Rescinding Council Action Authorizing Professional Services Agreement with True North Research, Inc., for a Professional Poll

Recommendation

The City Council requested this item be agendaized to rescind its previous action to authorize the Professional Services Agreement (PSA) with True North Research, Inc. (True North) to design, conduct, and analyze a professional poll.

15. Approval of Protocols for Re-Opening and Maintaining a Safe and Healthy Workplace in Light of COVID-19

Recommendation

It is recommended that the City Council approve the Protocols for Re-Opening City Facilities to Non-Essential Employees and Maintaining a Safe and Healthy Workplace in Light of COVID-19 and authorizes the City Manager to amend said policies, protocols and guidelines as needed administratively moving forward.

PUBLIC HEARING

16. Public Hearing to Approve the Appropriation of Community Development Block Grant Funds-Coronavirus (CDBG-CV) to Prevent, Prepare, and Respond to the COVID-19 Pandemic

Recommendation

It is recommended that the City Council consider the CDBG-CV program options for the purposes of preventing, preparing and responding to the coronavirus and approve appropriation of \$73,528.

Public Hearing Continued from June 10, 2020 City Council Meeting:

17. Designation of Rollin Craftsman Cluster Historic District (Project No. 2114-LHD)

Recommendation

It is recommended that the City Council conduct a public hearing and adopt a Resolution taking the following actions:

1. Find that the properties in the Rollin Craftsman Cluster, including 1500, 1506, 1507, 1510, and 1512 Rollin Street, qualify under criteria (1), (4), (7), and (11) of the South Pasadena Municipal Code Section 2.63(b), for designation of a historic district; and
2. Designate the Rollin Craftsman Cluster Historic District

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ACTION/DISCUSSION ITEMS

18. Approval of the Fiscal Year 2020-21 Water Conservation Rebate Program in the Amount of \$115,000

Recommendation

It is recommended that the City Council approve the Fiscal Year (FY) 2020-21 water conservation rebates and programs in the amount of \$115,000 funded from the existing Water Efficiency Fund.

19. Al Fresco Dining and Retail Pilot Program to Temporarily Relax Temporary Use Permit, Encroachment Permit and Parking Requirements to Support Local Businesses

Recommendation

It is recommended that the City Council receive and file information regarding the Al Fresco Dining and Retail Pilot Program to temporarily relax Temporary Use Permit (TUP), Encroachment Permit, and parking requirements authorized by the June 17, 2020 Local Emergency Declaration Resolution.

20. Adoption of a Resolution Continuing the Proclamation of a Local Emergency Due to the Outbreak of COVID-19; Amending Regulations for Private Facilities and Public Gatherings; Reinstating the Parking Pass Program; Approving the Temporary Relaxation of Temporary Use Permit; Encroachment Permit, and Parking Requirements for the Al Fresco Dining and Retail Program; and Authorizing the City Manager to Take All Necessary Actions as the Director of Emergency Services

Recommendation

It is recommended that the City Council approve the attached resolution:

1. Continuing the proclamation of a local emergency due to the outbreak of COVID-19;
2. Amending regulations for private facilities and public gatherings;
3. Reinstating the Overnight Parking Pass Program effective July 6;
4. Approving the temporary relaxation of Temporary Use Permit, encroachment permit, and parking requirements for the Al Fresco Dining and Retail Pilot Program; and
5. Authorizing the City Manager to take all necessary actions as the Director of Emergency Services.

INFORMATIONAL REPORTS

21. Coronavirus Update

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ADJOURNMENT

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

July 1, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.
July 15, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

City Council Meeting agenda packets are available online at the City website: <https://www.southpasadenaca.gov/government/city-council-meetings/2019-council-meetings-copy>

Agenda related documents provided to the City Council are available for public inspection on the City’s website at <https://www.southpasadenaca.gov/government/city-council-meetings/2019-council-meetings-copy>. Additional Documents, when presented to City Council, will also be uploaded and available on the City’s website.

Regular meetings are broadcast live on Spectrum Channel 19 and AT&T Channel 99. Meetings are also streamed live via the internet at <https://www.southpasadenaca.gov/government/city-council-meetings/2019-council-meetings-copy>.

AGENDA NOTIFICATION SUBSCRIPTION

Individuals can be placed on an email notification list to receive forthcoming agendas by emailing CityClerk@southpasadenaca.gov or 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. 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).

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.

6/11/2020

/s/

Date

Maria E. Ayala
Chief City Clerk