



**Wednesday, April 17, 2019**  
**Minutes of the Regular Meeting of the City Council**

**CALL TO ORDER**

A Regular Meeting of the South Pasadena City Council was called to order by Mayor Khubesrian on Wednesday, April 17, 2019, at 7:39 p.m., in the Amedee O. "Dick" Richards, Jr., Council Chamber, located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL**

**Present:** Councilmembers Cacciotti, Mahmud, and Schneider; Mayor Pro Tem Joe; and Mayor Khubesrian.

**Absent:** None.

**City Staff**

**Present:** City Manager DeWolfe; City Attorney Highsmith; and Chief City Clerk Donohue were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

**PLEDGE OF ALLEGIANCE**

Councilmember Schneider led the Pledge of Allegiance.

**1. CLOSED SESSION ANNOUNCEMENTS**

**A. Labor Negotiations**

CONFERENCE WITH LABOR NEGOTIATOR, Pursuant to Government Code Section 54957.6

Conference with Labor Negotiators regarding labor negotiations with the following groups:

- Unrepresented Management Employees
- South Pasadena Police Officers' Association
- South Pasadena Firefighters' Association
- South Pasadena Public Service Employees' Association
- South Pasadena Public Service Part Time Employees' Association

City Negotiators: City Manager Stephanie DeWolfe and Teresa L. Highsmith City Attorney

City Attorney Highsmith reported that the City Council received briefings and provided direction to staff regarding the agendaized Closed Session Item, but did not take any reportable action.

## **PRESENTATIONS**

### **2. Merchant Minute – De Milo Design**

Laurie Wheeler, South Pasadena Chamber of Commerce CEO introduced Annika Buxman, the founder and owner of De Milo Design. Ms. Buxman shared a video of her business.

### **3. Denim Day Proclamation**

Mayor Khubesrian presented the proclamation for Denim Day to Peace Over Violence Staff Attorney and South Pasadena resident Christopher Kung.

### **4. Armenian Genocide Month Proclamation**

Mayor Khubesrian presented the proclamation for Armenian Genocide Month to Armenian National Committee of America, Pasadena Chapter members: Shoghig Yepremian, Greg Abajian, Rita Abajian, and Boghos Patatian.

### **5. Compassion Across Borders Presentation by SALEF**

SALEF members David Giron and Jocelyn Duarte made a presentation about their organization.

### **6. Donate Life Month Proclamation**

Mayor Khubesrian presented the proclamation for Donate Life Month to OneLegacy member Nancy Jolley.

### **7. Earth Day Proclamation**

Mayor Khubesrian presented the proclamation for Earth Day to Natural Resources and Environmental Commission Chair, Madeline Di Giorgi.

### **8. Arts Invocation- Jaz Sawyer**

Mayor Khubesrian introduced Public Art Commissioner Jaz Sawyer to perform this meeting's Arts Invocation. Mr. Sawyer played a song on his drum.

## **PUBLIC COMMENTS**

Isha Shafra, South Pasadena Resident, discussed the Destination Imagination Team and requested sponsorship from the City Council.

Jeffrey Jacobson, Member of the Public, discussed a potential friendship agreement with Dongfang City in China.

Dan Evans, South Pasadena Resident, discussed historic church tours in the City.

Laurie Wheeler, South Pasadena Chamber of Commerce, encouraged the community to attend the Eclectic Music Festival.

Robert Cante, South Pasadena Resident, discussed a home construction project on 1335 Oak Hill Place.

Alan Ehrlich, South Pasadena Resident, asked if the City is still using glyphosate (herbicide) in the City.

## COMMUNICATIONS

### 9. Councilmembers Communications

Councilmember Schneider discussed the recent meetings of the Animal Commission, Planning Commission and the Transportation Commission.

Councilmember Cacciotti shared photos of a tree that staff is looking into; a Baldwin Park City Council meeting; the City Manager giving a budget presentation at the Senior Center; a Parks & Recreation Commission meeting; a City of South El Monte City Council meeting; a voting panel at the City of South El Monte City Council meeting; birthday party for former Monterey Park Councilmember David Lau.

Councilmember Mahmud discussed a recent San Gabriel Valley Council of Governments meeting; a No 710 Action Committee; announced the major annual fundraiser for the South Pasadena Chinese American Club; discussed the recent South Pasadena Library Volunteer Luncheon; discussed a recent South Pasadena Garden Tour.

Mayor Pro Tem Joe shared photos of Mavis Hansen, who was recently awarded 2019 Congressional Women of the Year by Congresswoman Judy Chu; discussed a recent South Pasadena Review article about the City's School Resource Officer, Arthur Burgos.

### 10. City Manager Communications

No comments.

### 11. Reordering of and Additions to the Agenda

City Manager DeWolfe requested to move Items. 15, 21, and 24 to a future City Council meeting.

## CONSENT CALENDAR

Councilmember Mahmud pulled Items No. 25 and 32 for separate discussion.

Councilmember Mahmud noted that the approval of Item Nos. 17, 23, and 31 should include the amendments made in the additional documents that were submitted by staff prior to the meeting.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY MAYOR PRO TEM JOE, CARRIED 5-0, to approve Consent Calendar Item Nos. 12-14, 16-17, 18-20, 22-23, 26-31, as amended.

**12. Minutes of the City Council Meeting on March 20, 2019**

Approved the minutes of the March 20, 2019 City Council Meeting.

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

Approved the City of South Pasadena Prepaid Warrants Nos. 206377 through 306528 in the amount of \$561,219.54; General City Warrants Nos. 306529 through 306692 in the amount of \$811,436.12; and Payroll dated March 22, 2019, in the amount of \$759,795.00; and Payroll dated April 5, 2019, in the amount of \$583,508.32.

**14. Second Reading of an Ordinance to the South Pasadena Municipal Code Amending the Chapter 24 (Nuisances) to Streamline the Procedures for Abatement of Public Notices**

Read by title only for the second reading, waiving further reading, and adopt an Ordinance to the South Pasadena Municipal Code (SPMC) regarding the Abatement of Public Nuisances.

**15. Authorize a Letter of Support for Assembly Bill 1204 (Rubio) Regarding Coming into Compliance with Maximum Contaminant Level (MCL) for a Drinking Water Contaminant**

ITEM MOVED TO A FUTURE CITY COUNCIL MEETING.

**16. Monthly Investment Reports for February 2019**

Received and filed the monthly investment reports for February 2019.

**17. Adoption of a Resolution Confirming the Fire Department's Compliance with Mandated Inspection Duties**

Adopted the resolution acknowledging the receipt of the Fire Department's annual report of compliance for mandated inspection duties.

**18. Adoption of Resolution Vacating Bank Street between Fremont Avenue and Diamond Avenue, and Reserving Public Utility Easements**

1. Adopted Resolution (Attachment 1) to vacate a Bank Street between Fremont Avenue and Diamond Avenue, and reserve easements for water and sewer utilities, pursuant to Streets and Highways (S&H) Code Sections 8330-8336; and
2. Authorized the recordation of the vacation of Bank Street with the Los Angeles County Registrar-Recorder/County Clerk Office.

**19. Adoption of the Resolution Authorizing Signatories on City Banking Accounts and Related Banking Documents**

Adopted a resolution superseding Resolution No. 7592, Authorizing Signatures on City Bank Accounts.

**20. Approve the Revised City Council Liaison and Regional Group Appointments List**

Approved the revised City Council Liaison and Regional Group Appointment list.

**21. Award of Contract for On-call Construction Management and Observation Services to Willdan Engineering for a Not-to-Exceed Amount of \$119,324 and Interwest Consulting Group, Inc., for a Not-to-Exceed Amount of \$233,145**

ITEM MOVED TO A FUTURE CITY COUNCIL MEETING.

**22. Resolution Approving Final Tract Map No. 71738 for the Property Located at 191 Monterey Road**

Adopted the resolution approving Final Tract Map No. 71738 for the property located at 191 Monterey Road and authorize the recordation of the Final Tract Map with the Los Angeles County Registrar-Recorder/County Clerk.

**23. Award of Contract for On-call Material Testing and Geotechnical Services to Geo Teck, Inc., for a Not-to-Exceed Amount of \$201,600**

1. Accepted a proposal dated January 16, 2019 from Geo Tek, Inc., for on-call material testing and geotechnical services; and
2. Authorized the City Manager to execute an agreement with Geo Tek, Inc., for a not-to-exceed amount of \$201,600; and
3. Rejected all other proposals received.

**24. Award of Construction Contract to New Art Construction, Inc. in the Amount of \$87,800, for the Mission-Meridian Garage Emergency Power Generator Replacement Project**

1. Awarded the construction contract to New Art Construction, Inc. in the amount of \$87,800 for Mission Meridian Village; and
2. Authorized a construction contingency (10%) in the amount of \$8,700 for a total amount of \$96,580.

**26. Authorize Contract Amendment with Security Design Systems for Expansion of City's Access Control systems in the amount of \$10,194.55 for a total not to exceed amount of \$47,196.51**

Authorized the City Manager to execute a Contract Amendment with Security Design Systems ("SDS") in the amount of \$10,194.55, for expansion of the City's Access Control System ("ACS") to include six additional points of entry inside of the City Hall Building.

**27. Authorize a Second Contract Amendment with LA Solutions for Engineering Resources (LASER), LLC for On-Call Public Works and Project Management Support Services in an Amount Not-to-Exceed \$30,000 for a Total Not-to-Exceed Contract Amount of \$84,900**

Authorized the City Manager to execute a second contract amendment with LASER, LLC, in an additional not-to-exceed amount of \$30,000, for on-call public works and project management support services.

**28. Acceptance of Project Completion and Authorization to File a Notice of Completion for the Wilson Wellhead Treatment Project and Authorization to Release Retention Payment to R C Foster Corporation in the Amount of \$143,195.00**

1. Accepted the Wilson Reservoir Wellhead Treatment System Project (Project) as complete;
2. Authorized the recordation of the Notice of Completion (NOC) with the Los Angeles County Registrar-Recorder County Clerk; and
3. Authorized the release of retention payment to R C Foster Corporation. (Contractor), in the amount of \$143,195.

**29. Authorize a Contract Amendment with HR Dynamics & Performance Management for Additional Analysis on the Compensation & Benefits Study and Approval of Increase in Non-Budgeted Expenditures in an Amount Not-to-Exceed \$15,000 for a Total Not-to-Exceed Contract Amount of \$40,000**

Authorized the City Manager to execute the contract amendment with HR Dynamics & Performance Management, in an additional not-to-exceed amount of \$15,000, for additional analysis on the Compensation & Benefits Study.

**30. Presentation of the Draft Comprehensive Annual Financial Report for Fiscal Year Ending June 30, 2018**

Received and filed the Draft City of South Pasadena's (City) Comprehensive Annual Financial Report (CAFR) for the Fiscal Year (FY) ending June 30, 2018.

**31. Approval of the Dedication Tree Planting Policy**

Approved the Dedication Tree Planting Policy.

**ITEMS PULLED FOR SEPARATE DISCUSSION**

**25. Award of Services Agreement to Base Hill, Inc. in the amount of \$459,254.11 for Citywide Janitorial Services**

Councilmember Mahmud wanted to clarify in the contract that there would be an adjustment of rates depending on the number of locations serviced.

Councilmember Cacciotti wanted to clarify what chemicals the janitorial company would be using to clean facilities.

Councilmember Mahmud requested that a list of chemicals be required to be approved by the City prior to use.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER MAHMUD, CARRIED 5-0, to authorize the City Manager to sign a services agreement with Base Hill, Inc. (Jan Point), in the amount of \$459,254.11, for citywide janitorial services for the next three Fiscal Years (FY19-20, FY20-21, and FY21-22), as amended.

**32. Authorize Execution of Professional Service Agreements with Psomas in the Amount of \$98,480, and PlaceWorks, Inc. in the Amount of \$128,733 to Complete the General Plan Update and Downtown Specific Plan; and Increase the Non-Budgeted Expenditure Community Development Contract Services Account by \$120,766 from the General Fund For Fiscal Year 2018-19**

Councilmember Mahmud stated there were many issues in the contract that required clarification but are not major issues. She requested that the contract be approved in concept with the final review subject to the approval of herself and the City Attorney before City staff is authorized to execute the contract.

MOTION BY MAYOR KHUBESRIAN, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, to authorize the City Manager to:

1. In concept, execute a Professional Services Agreement (PSA) with Psomas to complete the Environmental Impact Report (EIR) in the amount of \$98,480; and
2. In concept, execute a PSA with PlaceWorks, Inc. (PlaceWorks) to finalize the General Plan Update and Downtown Specific Plan; conduct public workshops and focus group meetings; and participate in Planning Commission and City Council public hearings in the amount of \$128,733; and
3. Waive the City's bidding requirements; and
4. Increase the Community Development Contract Services Account #101-7010-7011-8180-000 by \$120,766 from the General Fund for Fiscal Year 2018-19.

**ACTION/DISCUSSION**

**33. Approval of Fiscal Year 2019-20 Objectives for 2018-2023 Strategic Plan**

City Manager DeWolfe summarized the staff report and responded to City Council inquiries.

Mayor Khubesrian opened the public comment period.

Sam Hernandez, South Pasadena Chamber of Commerce, stated that he did not support the inclusion of minimum wage in the strategic plan.

The following individuals expressed their support for the inclusion of minimum wage in the strategic plan:

1. John Srebalus

2. Anne Bagasao
3. Cambria Tortorelli
4. Amy Arnelle
5. Oona Foley
6. Emelia Lomeli

There being no one else desiring to speak on this item, Mayor Khubesrian closed the public comment period.

The City Council discussed at length on whether to add the issue of minimum wage to the 2019-20 strategic plan.

The City Council discussed approving the 2019-20 strategic plan as is and bringing back the minimum wage discussion to a future City Council meeting before the 2019-20 Fiscal Year Budget is adopted.

MOTION BY MAYOR KHUBESRIAN, SECOND BY COUNCILMEMBER MAHMUD, CARRIED 5-0, to approve the 2018-2023 Strategic Plan (Plan) Fiscal Year (FY) 2019-20 Objectives and bring back the discussion of minimum wage to a future City Council meeting before the 2019-20 Fiscal Year Budget is adopted.

## REPORTS

### **34. Receive and File 2018-19 Strategic Plan Third Quarter Update**

Principal Management Analyst Aceves summarized the staff report and responded to City Council inquiries.

Mayor Khubesrian opened the public comment period.

There being no one desiring to speak on this item, Mayor Khubesrian closed the public comment period.

By consensus, the City Council received and filed the third quarter update of the Fiscal Year (FY) 2018-19 Objectives.

### **35. Receive and File the Capital Improvement Plan Quarter Three Project Updates**

Interim Public Works Director Ojeda summarized the staff report and responded to City Council inquiries.

Mayor Khubesrian opened the public comment period.

There being no one desiring to speak on this item, Mayor Khubesrian closed the public comment period.

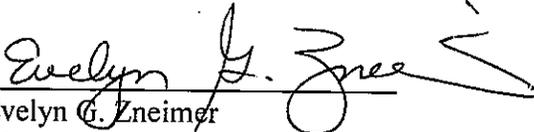
By consensus, the City Council received and filed the City Council Receive and File the Fiscal Year (FY) 2018-19 Third Quarter Capital Improvement Plan (CIP) update.

**COMMUNICATIONS CONTINUED**

Mayor Khubesrian shared a photo of her presenting a letter to Dual Crossroads owner Jennifer Mainmone; shared a photo of her cat.

**ADJOURNMENT**

Mayor Khubesrian adjourned the City Council Meeting at 10:18 p.m.

  
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Evelyn G. Zneimer  
City Clerk

  
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Marina Khubesrian, M.D.  
Mayor

Minutes approved by the South Pasadena City Council on May 1, 2019.