



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

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

**July 17, 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:** Mayor Pro Tem Robert S. Joe

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

**PRESENTATIONS**

- 2. Arts Invocation Jimmy O’Balles and Alejandro Chavez**
- 3. State of the District and Local Water Supply Update - Upper San Gabriel Valley Municipal Water District General Manager Tom Love and Director Charles Trevino**
- 4. South Pasadena Preservation Foundation – Annual Report of Historical Covenants for Caltrans Surplus Properties in June 2019**
- 5. Presentation by South Pasadena Little League Challenger Division**

**COMMISSION APPOINTMENTS**

**6. Commission Appointments**

Recommendations

1. Appoint the following individuals to full school year terms as non-voting youth members: Amber X. Chen as the student delegate to the Natural Resources and Environmental Commission (commencing on September 2, 2019 ending June 30, 2020); and Max Jimenez as the alternate student delegate to the Natural Resources and Environmental Commission (commencing on September 2, 2019 ending June 30, 2020).
  
2. Appoint the following individuals to partial terms: Kris Kuramitsu to the Public Art Commission ( term ending December 31, 2020); Eavie Porter to the Animal Commission (term ending December 31, 2021)

**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**

**7. 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.

**8. City Manager Communications**

**9. 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**

**10. Minutes of the City Council Meetings on May 1, 2019, May 15, 2019, June 5, 2019, and June 19, 2019**

Recommendation

Approve the minutes of the May 1, 2019 and May 15, 2019, June 5, 2019, and June 19, 2019 City Council meetings.

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

Recommendation

Approve the City of South Pasadena Prepaid Warrants Nos. 307430 – 307621 in the amount of \$565,539.97; General City Warrants Nos. 307622 – 307795 in the amount of \$1,315,852.71; Payroll dated June 14, 2019 in the amount of \$763,082.44 and June 28, 2019 in the amount of \$614,335.15; Wire Transfers (LAIF) in the amount of \$2,000,000.00; Wire Transfers (Acct #2413) in the amount of \$22,000.00 and Wire Transfers (Acct #1936) in the amount of \$5,000.00.

**12. Monthly Investment Reports for May 2019**

Recommendation

Receive and file the monthly investment reports for May 2019.

**13. Adoption of a Resolution Approving the Annual Auditor’s Report and Authorizing the Collection of the Library Special Tax for Fiscal Year 2019-20**

Recommendation

Adopt the attached resolution approving the Annual Auditor’s Report for the levy of the Fiscal Year 2019-20 Library Special Tax.

**14. Approve Initial Projects for Funding by the 21st Century Committee for the Library**

Recommendation

Approve the initial projects for which the 21st Century Committee for the Library, a new division of the Friends of the South Pasadena Public Library, will raise funds.

**15. Authorize a Contract Amendment with Willdan Engineering for On-Call Construction Management and Inspection Services for an Amount Not-to-Exceed \$64,160 for a Total Not-to-Exceed Contract Amount of \$183,484**

Recommendation

Authorize the City Manager to execute a Contract Amendment with Willdan Engineering, for an additional not-to-exceed amount of \$64,160, for on-call construction management and inspection services for the CNG Fueling and Electric Vehicle Charging Station Upgrades and Bike Parking at Various Locations Projects.

**16. Adoption of a Resolution to Implement a Six-hour Parking Restriction in the Area Adjacent to 209 Fair Oaks Avenue and Repeal Resolution No. 7570 in its Entirety**

Recommendation

Adopt a resolution to implement a six-hour parking restriction on the west side of Fair Oaks Avenue from the red curb at the southwest corner with Columbia Street; southerly 215 feet to the north side of the existing driveway and repeal Resolution No. 7570 in its entirety.

**17. Receive and File Final 2018 Comprehensive Annual Financial Report and Statement on Auditing Standards Letters 114 (Auditor Communication) and 115 (Internal Controls)**

Recommendation

Receive and file the Final 2018 Comprehensive Annual Financial Report and Statement on Auditing Standards Letters 114 (Auditor Communication) and 115 (Internal Controls).

**18. Change to August 2019 City Council Meeting Schedule**

Recommendation

Approve the proposed City Council meeting schedule for August 2019.

**19. Acceptance of Project Completion and Authorization to File a Notice of Completion for the Replace Current Cabling Infrastructure in Several City Facilities Project**

Recommendation

1. Accept the current cabling; infrastructure replacement in Several City Facilities Project as complete; and
2. Authorize the recordation of the Notice of Completion (NOC) with the Los Angeles County Registrar-Recorder County Clerk.

**20. Acceptance of Project Completion and Authorization to File a Notice of Completion for the Fiscal Year 2018-19 Sidewalk Replacement and ADA Access Ramps Project and Authorization to Release Retention Payment to CT&T Concrete Paving, Inc. in the Amount of \$6,056.65**

Recommendation

1. Accept the Fiscal Year 2018-19 Sidewalk Replacement and ADA Access Ramps Project as complete;
2. Authorize the recordation of the Notice of Completion with the Los Angeles County Registrar-Recorder County Clerk; and
3. Authorize release of retention payment to CT&T Concrete Paving, Inc., in the amount of \$6,056.65.

**21. Approval of Support if Amended Position on SB 54 and AB 1080 Related to Single-Use Plastics**

Recommendation

Approve a letter to take a position of support if amended on Senate Bill 54 and Assembly Bill 1080 - the California Circular Economy and Plastic Pollution Reduction Act, dealing with regulations for single use plastic packaging.

**22. Adoption of Resolution Vacating Utility easement on Magnolia Street between Fair Oaks Avenue and Mound Avenue**Recommendation

1. Adopt Resolution to vacate a utility easement between Fair Oaks Avenue and Mound Avenue, pursuant to Streets and Highways Code Sections 8330-8336; and
2. Authorize the recordation of the vacation of the utility easement between Fair Oaks Avenue and Mound Avenue with the Los Angeles County Registrar-Recorder/County Clerk Office.

**23. Approve an Agreement with the City of Pasadena to Provide them with Supplemental Law Enforcement Services for a Period of Three Years, Not-to-Exceed \$72,000**Recommendation

Approve an agreement for supplemental law enforcement services with the City of Pasadena Police Department for large-scale, preplanned events. This is a three-year term, not-to-exceed \$24,000 per year, for a total of \$72,000.

**24. Approval of Resolutions: Adopting a Memorandum of Understanding (MOU) Between the City of South Pasadena (City) and the South Pasadena Firefighters' Association, Superseding Resolution No. 7539 and Approving Job Description for Full-Time Fire Inspector; Adopting an MOU Between the City and the Police Officers' Association, Superseding Resolution No. 7530; Adopting an MOU Between the City and the Public Service Employees' Association, Superseding Resolution No. 7527 and Resolution No. 7586; Adopting an MOU Between the City and the Public Service Employees' Association – Part Time Unit , Superseding Resolution No. 7383 and Resolution No. 7480; and Approving Unrepresented Management Employee Benefits Listing and Management Salary Schedule Superseding Resolution No. 7612 and Approving Job Descriptions for Deputy Police Chief and Police Lieutenant and the Reclassification of Police Captain to Deputy Police Chief**Recommendation

It is recommended that the City Council approve the following:

1. A resolution adopting an MOU between the City and the South Pasadena Firefighters' Association (FFA) superseding Resolution No. 7539 and approving job description for full-time Fire Inspector;
2. A resolution adopting an MOU between the City and the South Pasadena Police Officers' Association (POA), superseding Resolution No. 7530;
3. A resolution adopting an MOU between the City and the Public Service Employees' Association (PSEA), superseding Resolution No. 7527 and Resolution No. 7586;
4. A resolution adopting an MOU between the City and the South Pasadena Public Service Employees' Association – Part Time Unit superseding Resolution No. 7383 and Resolution No. 7480; and

5. A resolution approving unrepresented management employee benefits listing and management salary schedule superseding Resolution No. 7612 and approving job descriptions for Deputy Police Chief and Police Lieutenant and the reclassification of Police Captain to Deputy Police Chief.

**25. Approval of a Professional Services Agreement with Emanuels Jones and Associates for \$47,450 for Legislative Advocacy Services for a Period of 18 Months**

Recommendation

Approve a professional services agreement with Emanuels Jones and Associates (EJA) for Legislative Advocacy Services for the remainder of the current legislative session (18 months, ending December 2020) for a total amount of \$47,450.

**26. Adoption of the Resolutions Authorizing Signatories on City Banking Accounts and Related Banking Documents**

Recommendation

1. Adopt a resolution superseding Resolution No. 7602, Authorizing Signatures on City Bank Accounts; and
2. Adopt a resolution superseding Resolution No. 7573, Authorizing Signatures on the City's Local Agency Investment Fund Account.

**PUBLIC HEARING ITEMS**

**27. Public Hearing Confirming Charges Assessed by the County of Los Angeles Department of Agricultural Commissioner/Weights and Measures for the Abatement of Hazardous Vegetation on Respective Parcels of Unimproved Private Properties Constituting a Fire Hazard**

Recommendation

After holding a Public Hearing to allow property owners with pending weed abatement charges the opportunity to question or receive an explanation of pending charges, confirm the 2019 declaration list of charges.

**28. First Reading and Introduction of an Ordinance Amending Division 36.410 Zoning Approvals or Disapprovals of Article 4 Zoning Code of Title 36 of the South Pasadena Municipal Code to Establish a Predevelopment Plan Review and Adoption of a Resolution Establishing the Predevelopment Plan Review Fee of \$1,000**

*Note: Continued to a date uncertain.*

**ACTION/DISCUSSION**

**29. Consideration of Ballot Measure to Complete the Conversion of the Elected City Clerk Position to the Appointive Position of Chief City Clerk**

Recommendation

Consider a ballot measure to convert the elected City Clerk position to the appointive Chief City Clerk position and adopt a resolution submitting to the qualified voters a proposed ordinance to delegate all responsibilities of the City Clerk Office to the appointed Chief City Clerk for the Special Municipal Election on Tuesday, November 5, 2019.

**REPORTS**

**30. Receive and File the Fiscal Year 2018-19 Strategic Plan Fourth Quarter Update**

Recommendation

Receive and file the fourth quarter update of the Fiscal Year 2018-19 Strategic Plan Objectives.

**31. Receive and File the End of Fiscal Year 2018-19 Capital Improvement Plan Project Updates**

Recommendation

Receive and file the end of Fiscal Year 2018-19 Capital Improvement Plan Project updates.

**32. Receive and File a Report on the City’s Efforts to Address Homelessness**

Recommendation

Receive and file a report on South Pasadena’s efforts to address and reduce homelessness.

**ADJOURNMENT**

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

August 7, 2019	CANCELED		
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.*

7/11/19

Date

Miriam Ferrel  
Interim Deputy City Clerk