



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

**Amedee O. “Dick” Richards, Jr. Council Chamber  
1424 Mission Street, South Pasadena, CA 91030**

**Wednesday, January 16, 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 Richard D. Schneider, M.D.

**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.

**1. CLOSED SESSION**

**ANNOUNCEMENTS:** A Closed Session Agenda has been posted separately

**PRESENTATIONS**

**2. Video Presentation of the City of South Pasadena Tournament of Roses Float**

**3. Recognition of Fullbright Awardees**

**COMMISSION APPOINTMENTS**

**4. Commission Appointments and Re-Appointments**

Recommendations

1. Appoint the following to a full three-year term ending December 31, 2021: Zhen Tao to the Finance Commission; Dollie Chapman to the Parks & Recreation Commission; Karen Tamis to the Parks & Recreation Commission; Amin Al-Sarraf to the Public Safety Commission.
2. Re-appoint the following to a full three-year term ending December 31, 2021: Mark E. Smeaton to the Design Review Board; William J. Kelly to the Natural Resources & Environmental Commission

**COMMUNICATIONS**

**5. 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.

**6. City Manager Communications**

**7. 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**

**8. Minutes of the City Council Meeting of December 19, 2018**

Recommendation

Approve the minutes of the December 19, 2018 City Council Meeting.

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

Recommendation

Approve the City of South Pasadena Prepaid Warrants Nos. 205359 through 205478 in the amount of \$5,367,785.18; General City Warrants Nos. 205479 through 205613 in the amount of \$936,755.03; and Payroll dated December 14, 2018 and December 28, 2018, in the amount of \$1,317,426.79.

**10. Monthly Investment Reports for November 2018**

Recommendation

Receive and file the monthly investment reports for November 2018.

**11. Authorize the City Manager to Accept a Grant Award from the Los Angeles County Metropolitan Transportation Authority in the Amount of \$332,000; Execute a Memorandum of Understanding for the City to Participate in the 626 Golden Streets Mission to Mission Ciclovía Working Group; and Professional Services Agreement with BikeSGV for Services Associated with the Planning and Hosting of the 626 Golden Streets Mission to Mission Ciclovía**

Recommendation

Authorize the City Manager to execute:

1. A Grant Award from the Los Angeles County Metropolitan Transportation Authority (Metro) in the amount of \$332,000 for the 626 Golden Streets Mission to Mission Ciclovía (Mission to Mission); and
2. A Memorandum of Understanding (MOU) for the City to participate in the Mission to Mission Working Group; and
3. A Professional Services Agreement (PSA) with Bike San Gabriel Valley (BikeSGV) for services associated with the planning and hosting of Mission to Mission.

**12. Award of Contract to E.J. Ward, for Installation of a Fuel Dispensing Management System for an Amount Not-to-Exceed \$60,684**

Recommendation

1. Accept a bid dated November 25, 2018, from E.J. Ward, for the installation of a Fuel Master fuel management system (Project) at the City of South Pasadena's (City) three fuel pumps; and
2. Authorize the City Manager to enter into a contract with E.J. Ward for an amount not-to-exceed \$60,684 for the Project.

**13. Consideration of Resolution Approving Procedure for the Destruction of Public Records**

Recommendation

Adopt the Resolution of the City Council of the City of South Pasadena Approving a Procedure for the Destruction of Public Records Consistent with the City of South Pasadena Records Retention Policy.

**14. Approval of Mayor’s List of City Council Liaison and Regional Group Appointments and Adoption of a Resolution Appointing Delegates, Representatives, and Alternates to Various Agencies and Organizations**

Recommendation

1. Approve the Mayor’s list of City Council Liaison and Regional Group Appointments to various commission, boards, and committees.
2. Adopt a Resolution appointing delegates, representatives, and alternates as official representatives of the City of South Pasadena (City).

**15. Approval of a Professional Services Agreement with Lotus Communications, LLC to Replace the Current Cabling Infrastructure in Several City Facilities and Authorize the Purchase of Network Switches, Ports, and Hardware**

Recommendation

1. Authorize the City Manager to execute a professional services agreement with Lotus Communications, LLC to replace the current cabling infrastructure in several City facilities in the amount of \$113,008; and
2. Authorize the City Manager to approve the purchase of network switches, ports, and hardware in the amount of \$28,272.

<b>ACTION/DISCUSSION</b>
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**16. First Reading and Introduction of an Ordinance to Amend Chapter 34 (Trees and Shrubs) of the South Pasadena Municipal Code**

Recommendation

Read by title only for the first reading and introduce an ordinance entitled “An Ordinance of the City Council of the City of South Pasadena, California, amending Chapter 34 (Trees and Shrubs) of the South Pasadena Municipal Code.”

**17. First Reading and Introduction of an Ordinance Revising Article IV (Boards and Commissions – General Provisions) of the South Pasadena Municipal Code to Provide Clarification on Partial Commission Terms and to Require Brown Act Training for Commissioners**

Recommendation

Read by title only for first reading, waiving further reading, and introduce an Ordinance revising Article IV (Boards and Commissions – General Provisions).

**REPORTS**

**18. Receive and File the Capital Improvement Plan Quarter Two Projects**

Recommendation

Receive and File the 2018 Second Quarter Capital Improvement Plan update.

**19. Receive and File 2018-19 Strategic Plan Quarter 2 Update**

Recommendation

Receive and file the second quarter update of the Fiscal Year (FY) 2018-19 Objectives.

**ADJOURNMENT**

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

February 6, 2019	Regular City Council Meeting	Council Chamber	7:30 p.m.
February 20, 2019	Regular City Council Meeting	Council Chamber	7:30 p.m.
March 6, 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 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.*

01/10/2018

Date



Juan Esquivel

Deputy City Clerk