



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

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

**June 19, 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 Marina Khubesian, M.D.

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

**PRESENTATIONS**

- 2. Merchant Minute – Mission Gardens**
- 3. South Pasadena Preservation Foundation – Annual Report of Historical Covenants for Caltrans Surplus Properties in June 2019**
- 4. Animal Adoption**
- 5. South Pasadena Tournament of Roses Presentation of Award and Float Rendering**
- 6. Joint Presentation Regarding School District Development Site**

**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.

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

Recommendation

Approve the City of South Pasadena Prepaid Warrants Nos. 307268 – 307352 in the amount of \$247,738.29; General City Warrants Nos. 307353 – 307429 in the amount of \$147,129.61; Payroll dated May 17, 2019 in the amount of \$582,811.21; Wire Transfers (LAIF) in the amount of \$2,000,000.00; Wire Transfers (Acct #2413) in the amount of \$19,000.00; and Wire Transfers (Acct #1936) in the amount of \$7,000.00.

**11. Monthly Investment Reports**

Recommendation

It is recommended that the City Council receive and file the monthly investment reports for April, 2019.

**12. Second Reading of Ordinance to Modify the Charge of the Public Safety Commission**

Recommendation

It is recommended that the City Council read by title only for the second reading, waiving further reading, and adopt an Ordinance amending Chapter 2 (Administration), Article IVB, Section 2.43 of the South Pasadena Municipal Code (SPMC) regarding the charge and duties of the Public Safety Commission (PSC).

**13. Approval of a Contract for Communications and Community Relations Services**

Recommendation

It is recommended that the City Council approve a contract with Circlepoint for Communications and Community Relations Services – Housing Feasibility Outreach in a not to exceed amount of \$29,500 in grant funds.

**14. Adoption of the Long-Term Financial Sustainability Strategy**

Recommendation

It is recommended that the City Council adopt the Long-Term Financial Sustainability Strategy.

**15. Award of Construction Contract for Bike Lockers, Shelters and Hitches at Various Locations**

Recommendation

It is recommended that the City Council:

1. Accept a bid dated May 28, 2019 from E C Construction Company to install bike lockers, shelters and hitches at various locations (Project);
2. Authorize the City Manager to enter into a contract with E C Construction Company for an amount not-to-exceed \$244,580 for the Project to be funded with grant dollars; and
3. Authorize a construction contingency of approximately ten percent in the amount of \$25,420 for a total amount of \$270,000.

**16. Adoption of Resolution Approving the Reclassification of the Planning and Building Director, Including a Proposed New Job Description and Salary Range**

Recommendation

It is recommended that the City Council adopt a Resolution approving the reclassification of the Planning and Building Director, including a proposed new job description and salary range.

**17. Discretionary Fund Request from Councilmember Mahmud for \$350 to Plant a Tree on Library Grounds to Commemorate 13 Years of Service to the City of South Pasadena for Retiring Library Director Steve Fjelsted**

Recommendation

It is recommended that the City Council approve a Discretionary Fund request by Councilmember Mahmud for \$350 to plant a tree on the library grounds to commemorate retiring library director Steve Fjelsted.

**18. Discretionary Fund Request from Councilmember Mahmud for up to \$300 for a Plaque to Reflect Dedication of Exceptionally Large Tree in City Median**

Recommendation

It is recommended that the City Council approve a Discretionary Fund request by Councilmember Mahmud for up to \$300 for a plaque to reflect dedication of exceptionally large tree in City median.

**PUBLIC HEARING ITEMS**

**19. Continued Public Hearing for Adoption of Resolution Amending the Master Schedule of Fees**

Recommendation

It is recommended that the City Council:

1. Resume the Public Hearing (continued from May 1, 2019) to review proposed fee adjustments;
2. Adopt a Resolution amending the Master Schedule of Fees for Service (Fee Schedule) commencing July 1, 2019, and establishing annual adjustments by Consumer Price Index (CPI); and
3. Authorize the City Manager to allow for a grace period of 30 days for certain recreational fees to allow for appropriate notification to consumers.

**20. Appeal of a Planning Commission Decision – 817 Orange Grove Place (APN: 5315-018-064)**

Recommendation

It is recommended that the City Council continue this item to a future meeting.

**ACTION/DISCUSSION**

**21. Presentation on Community Opinion Survey Results; Approval of Resolution Declaring a Fiscal Emergency; and Resolution Calling for a Special Municipal Election on November 5, 2019**

Recommendation

It is recommended that the City Council:

1. Receive and file a report on the recent Community Opinion Survey conducted by True North Research; and
2. Adopt a Resolution declaring a fiscal emergency by a unanimous vote of the City Council in order to call and give notice of a Special Municipal Election, Tuesday, November 5, 2019, and submitted to the qualified voters a proposed Ordinance to establish a three-quarters percent transaction and use tax, to be administered by the California Department of Tax and Fee Administration.

**22. Formation of an Ad Hoc Commission Committee Merger of the Freeway and Transportation Commission and Public Works Commission**

Recommendation

It is recommended that the City Council:

1. Form a City Council Ad Hoc Commission Committee (Committee); and
2. Appoint two Councilmembers to work with City Staff and the Chairs of the Freeway and Transportation Commission (FTC) and Public Works Commission (PWC) to develop a strategy to sunset the FTC and PWC and create a new Commission that focuses on the Capital Improvement Program (CIP) and mobility initiatives.

<b>ADJOURNMENT</b>
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**FUTURE CITY COUNCIL MEETINGS  
(OPEN SESSION)**

July 3, 2019                    CANCELED  
July 17, 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.*

6/13/19

Date

Debbie A. Lee  
Interim Chief City Clerk