



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

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

**July 1, 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 July 1, 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](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](mailto:ccpubliccomment@southpasadenaca.gov). **Public Comments must be received by 12 p.m., July 1, 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 Michael A. Cacciotti

**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](mailto:ccpubliccomment@southpasadenaca.gov). Public Comments must be received by 12 p.m., July 1, 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. **Minutes of the Regular City Council Meeting on May 6, 2020**
- 7. **Minutes of the Special City Council Meeting on May 13, 2020**
- 8. **Minutes of the Regular City Council Meeting on May 20, 2020**
- 9. **Minutes of the Special City Council Meeting on May 27, 2020**
- 10. **Approval of Prepaid Warrants in the Amount of \$106,828.09; General City Warrants in the Amount of \$278,487.06; General City Warrant Voids in the Amount of (\$1,176.41); Supplemental ACH Payments in the Amount of \$71,554.62.**

Recommendation

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

- 11. **Discretionary Fund Request from Councilmember Dr. Richard Schneider in the amount of \$4,000 for the Ray Bradbury Stained Glass Windows**

Recommendation

It is recommended that the City Council approve the Discretionary Fund request by Councilmember Richard Schneider for the Ray Bradbury Fused Glass Window (Project) in the Ray Bradbury Conference Room in the South Pasadena Public Library

- 12. **Adoption of the Resolutions Determining and Establishing an Appropriations Limit for Fiscal Year 2018-19 and 2019-20 in Accordance with Article XIII B of the California Constitution**

Recommendation

It is recommended that the City Council:

- 1. Adopt the resolutions to revise the City of South Pasadena’s (City) FY 2018-19 and FY 2019-20 Appropriations Limit.

/ / /  
 / / /  
 / / /  
 / / /  
 / / /

**13. Approval of Resolutions and Related Matters for the General Municipal Election on November 3, 2020, Consolidating with the County of Los Angeles to Elect Three Councilmembers**

Recommendation

It is recommended that the City Council adopt the following resolutions related to the November 3, 2020, General Municipal Election:

1. Resolution calling and giving notice of the holding of a General Municipal Election, Tuesday, November 3, 2020 for the election of certain officers;
2. Resolution requesting consolidation with the Board of Supervisors of the County of Los Angeles; and
3. Resolution adopting regulations for candidates' statements submitted to the voters at an election to be held on Tuesday, November 3, 2020.

**14. Acceptance of Project Completion and Authorization to File a Notice of Completion for the Bike Lockers, Shelters and Hitches at Various Locations Project and Authorization to Release Retention Payment to E C Construction Company in the Amount of \$10,239**

Recommendation

It is recommended that the City Council:

1. Accept the Bike Lockers, Shelters and Hitches at Various Locations Project (Project) as complete;
2. Authorize the recordation of the Notice of Completion (NOC) with the Los Angeles County Registrar-Recorder County Clerk; and
3. Authorize release of retention payment to E C Construction Company (Contractor), in the amount of \$10,239.

**ACTION/DISCUSSION ITEMS**

**15. Adoption of a Resolution Identifying the Proposed Projects in Fiscal Year 2020-21 to be funded by Senate Bill 1: Road Maintenance and Rehabilitation Account Program**

Recommendation

It is recommended that the City Council:

1. Adopt a resolution to the California Transportation Commission (CTC) identifying the proposed projects to be funded by Senate Bill 1 (SB1): Road Maintenance and Rehabilitation Account (RMRA) Program; and
2. Authorize the City Manager or designee to sign the application and all related program documents.

**ADJOURNMENT**

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

July 15, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.
August 5, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.
August 19, 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](mailto: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](mailto: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.*

6/25/2020

/s/

Date

Maria E. Ayala  
Chief City Clerk



**Wednesday, May 6, 2020**  
**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 Joe on Wednesday, May, 6 2020, at 7:42 p.m. The meeting was held in a virtual setting, with all Councilmembers attending via Zoom, and the meeting being broadcast via the Council Chamber, located at 1424 Mission Street, South Pasadena, California.

A brief announcement was made by Mayor Joe of the virtual meeting protocols in place in an effort to prevent the spread of COVID-19.

**ROLL CALL**

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

**Absent:** None

**City Staff Present:** City Manager DeWolfe; City Attorney Teresa Highsmith (in attendance via Zoom); Fire Chief Paul Riddle; Police Chief Joe Ortiz; and Chief City Clerk Ayala were present at Roll Call.

**PLEDGE OF ALLEGIANCE**

Councilmember Michael A. Cacciotti led the Pledge of Allegiance.

**SPECIAL PRESENTATION**

**1. Coronavirus Update and Discussion**

Fire Chief Paul Riddle provided a PowerPoint presentation a general report in addition to a report on the Fire Department. Police Chief Joe Ortiz provided a verbal report on the Police Department. City Manager DeWolfe provided a PowerPoint presentation on State and Los Angeles County reopening strategies.

City Council had various questions and comments throughout the presentation including COVID-19 testing access; Los Angeles County COVID-19 resources; concerns regarding senior residents; concerns regarding unhoused residents; library services; and concerns over reopening strategies at the County level, at City Hall, and at the Arroyo Seco Golf Course.

Fire Chief Riddle, Police Chief Ortiz, and City Manager DeWolfe responded to questions accordingly.

Chief City Clerk Ayala announced public comments received and read them aloud.

**Public Comment:**

- Sam Burgess: Asked City Council to consider implementing new automatic crosswalks.

City Manager DeWolfe provided a brief response to the public comment and indicated that staff would be able to look into this.

## **COMMISSION APPOINTMENTS**

### **2. Authorize Commission Appointments**

No public comment was received for this item.

MOTION BY MAYOR PRO TEM MAHMUD, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5- 0, to:

1. Appoint the following resident to the Public Safety Commission to an unexpired term ending December 31, 2020:
  - a. Scot Lam

### **3. CLOSED SESSION ANNOUNCEMENTS**

City Attorney Highsmith reported on the Special Closed Session held on Sunday, May 3, 2020 at 1:00 p.m. One matter was discussed with City Council; City Council authorized City Attorney Highsmith to include the City in amicus curiae to the Supreme Court case of Higginson v. Becerra, challenging constitutionality of the California Voter Right's Act.

#### **A. Initiation of Litigation**

CONFERENCE WITH LEGAL COUNSEL—Initiation of Litigation, Pursuant to Government Code Section 54956.9(d)(4):

Number of Potential Cases: 1

City Attorney Highsmith reported the following on tonight's Closed Session:

Item A – Matter was not heard or discussed, as it was heard during a Special Closed Session Meeting on Sunday, May 3, 2020 at 1:00 p.m.

Item B – City Council received a briefing by the City's Labor Negotiator regarding the status of intentional labor negotiations with the City's bargaining units.

**A. Initiation of Litigation**

CONFERENCE WITH LEGAL COUNSEL—Initiation of Litigation, Pursuant to Government Code Section 54956.9(d)(4):

Number of Potential Cases: 1

**B. 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; Interim Human Resources Manager Michael Casalou

**4. Public Comments - General**

Mayor Joe announced public comments were received in writing via email from the following individuals on general topics. Comments received would be uploaded to Additional Documents and become part of the final meeting record.

Chief City Clerk Ayala announced the public comment received and read it aloud.

- Alan Ehrlich: Thanked Councilmember Schneider and the Public Works Department for their efforts in improving pedestrian safety at the intersection of Fremont Ave. and Lyndon St.

**COMMUNICATIONS**

**7. Reordering of and Additions to the Agenda**



Mayor Joe announced that Agenda Item No. 5, Councilmembers Communications and Agenda Item No. 6, City Manager Communications would be reordered and heard at the end of the meeting.

## CONSENT CALENDAR

Chief City Clerk Ayala announced Additional Documents for Item Nos. 11, 12, 13 and 22.

Councilmember Cacciotti pulled Item Nos. 10, 11, 12, 13, and 18 for individual discussion.

Councilmember Schneider also pulled Item Nos. 12, 13, and 18 for individual discussion.

Mayor Pro Tem Mahmud pulled Item No. 14 to hear public comment prior to Council action.

No public comment was received on the balance of the Consent Calendar.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY MAYOR PRE TEM MAHMUD, CARRIED 5-0, to approve Consent Calendar Items Nos. 8, 9, 15, 16, and 17.

### **8. Minutes of the Regular City Council Meeting on February 5, 2020**

Minutes of the Regular City Council Meeting on February 5, 2020 were approved as presented.

### **9. Minutes of the Regular City Council Meeting on February 19, 2020**

Minutes of the Regular City Council Meeting on February 19, 2020 were approved as presented.

### **15. Adoption of a Resolution No. 7649 Approving the Fiscal Year 2020-21 Engineer's Report Declaring the City's Intention to Provide for an Annual Levy and Collection of Assessments and Setting a Date and Time for a Public Hearing for the FY 2020-21 Lighting and Landscaping Maintenance District**

City Council:

1. Adopted the attached **Resolution No. 7649** approving the Fiscal Year (FY) 2020-21 Engineer's Report declaring the City of South Pasadena's (City) intention to provide for an annual levy and collection of assessments; and
2. Scheduled the Public Hearing for the FY 2020-21 Lighting and Landscaping Maintenance District (LLMD) for June 3, 2020, at 7:30 p.m. in the Council Chamber.

### **16. Authorize the Purchase and Installation of Secureworks Detect and Protect Package for \$37,600, for Security Information and Event Management of the Network**

City Council authorized the City Manager to execute the Service Order for Secureworks Detect and Protect solution for the amount of \$37,600, exclusive of taxes, and approve all other work related to the installation and configuration of the software.

**17. Authorize the City Manager to Execute a Professional Services Agreement with True North Research, Inc., to Design, Conduct, and Analyze a Professional Poll for a Total Not-To-Exceed Amount of \$24,950**

City Council authorized the City Manager to execute a Professional Services Agreement (PSA) with True North Research, Inc. (True North) to conduct a professional poll for a total not-to-exceed amount of \$24,950.

**ITEMS PULLED FROM CONSENT**

**10. Approval of Prepaid Warrants in the Amount of \$9,045.00; General City Warrants in the Amount of \$1,250,949.24; General City Warrant Voids in the Amount of (\$10,923.29); Supplemental ACH Payments in the Amount of \$180,907.21**

Councilmember Cacciotti asked questions regarding expenses of Toastmasters International as reflected on page 10-72 of the agenda packet.

Karen Aceves, Finance Director, responded to questions accordingly.

Councilmember Cacciotti suggested no longer renewing the Toastmasters International Membership in order to save costs. Councilmember Schneider concurred.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY MAYOR PRE TEM MAHMUD, CARRIED 5-0, to approve: Prepaid Warrants in the Amount of \$9,045.00; General City Warrants in the Amount of \$1,250,949.24; General City Warrant Voids in the Amount of (\$10,923.29); Supplemental ACH Payments in the Amount of \$180,907.21.

**11. Monthly Investment Reports for September 2019 through March 2020**

Councilmember Cacciotti asked questions regarding liquidating investment assets as referred to on page 11-1 of the agenda packet.

Director Aceves responded to questions accordingly.

MOTION BY COUNCILMEMBER KHUBESRIAN, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, to receive and file the monthly investment reports for September 2019 through March 2020.

Additional Documents provided the attachment for Item No.11 - Monthly Investment Reports.

**12. Adoption of Resolution No. 7647 Establishing a Code of Ethics and Conduct Policy Applicable to Elected and Appointed Officials**

Councilmember Cacciotti asked a language be added to the “Board, Committee and Commission Members” section (end of page 12-13 through the beginning of page 12-14 of the

agenda packet). He asked that language be added to appoint the necessary official, if needed other than the City Manager, to investigate allegations and report the findings.

Mayor Pro Tem Mahmud, Councilmember Khubesrian, Councilmember Cacciotti and City Attorney Highsmith held a discussion on language that should be added.

Councilmember Schneider asked modifications be made on section No. 9 “Gift and Favors” (page 12-9 of the agenda packet). He asked that language be modified to state no gifts or favors can be received.

City Attorney Highsmith provided suggestions on modifications that can be made to the section.

Significant discussion was held between Mayor Pro Tem Mahmud, Councilmember Cacciotti, Councilmember Khubesrian, Councilmember Schneider, and City Attorney Highsmith regarding the modifications suggested.

MOTION BY COUNCILMEMBER SCHNEIDER, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, to approve: adopting **Resolution No. 7647** establishing a Code of Ethics and Conduct Policy for all elected and appointed officials, including members of advisory boards, commissions and committees to address responsibility, fairness, respect and integrity.

This item was approved with the following amendments:

- Language to be added to the “Board, Committee and Commission Members” section to reflect that “the Mayor or Council shall ask the City Manager or the appropriate official to investigate the allegations and reports findings”.
- Modifications to section No. 9 “Gifts and Favors” of the policy to reflect that “members shall refrain from accepting any gifts, favors or promises of future benefits other than from friends, family members, or employers.”

**13. Adoption of a Resolution No. 7648 Continuing the Proclaiming a Local Emergency Due to the Outbreak of COVID-19, Adopting Regulations for Private and Public Facilities and Gatherings, Establishing Protections for Residential and Commercial Tenants and Property Owners, Requesting Reimbursement of Expenses, and Authorizing the City Manager to Take All Necessary Actions as the Director of Emergency Services**

Councilmember Cacciotti shared various resident concerns regarding COVID-19 and asked they be addressed.

City Manager DeWolfe provide responses to the community concerns mentioned by Councilmember Cacciotti.

Council had various questions and comments regarding measures passed at both the County and local levels; repayment periods stated on Los Angeles County eviction moratorium ordinance; extension on mortgage payments; expiration of Los Angeles County eviction moratorium; etc.

City Attorney Highsmith responded to questions accordingly.

Chief City Clerk Ayala announced public comments received and read them aloud.

**Public Comment:**

- Jorge Rivera – Expressed opposition on the resolution as presented and asked to let the current resolution sunset and allow the Los Angeles County provide tenant protections.
- William Kelly – Expressed opposition on the resolution as presented and asked the city adopt the Los Angeles Country tenant protections.
- Delaine Shane and Ron Rosen – Expressed opposition on the resolution as presented and asked Council let the current resolution sunset.
- Teresa Eilers – Provided comments on the importance of tenant protection and suggested amendments be made to the resolution proposed.
- Jacquie Li – Expressed agreeing an eviction moratorium should be extended and asked changes be made to assist tenants.
- Elizabeth A. Bagasao and John Serbalus – Expressed opposition for Section 9F of the resolution and asked Council to allow the current resolution to sunset, and allow Los Angeles County to provide tenant protections.
- Ella Hushagen and Helen Tran – Expressed concerns for tenant protects (comment was signed by an additional 35 individuals).

Council had various comments and questions regarding the enforcement of the Los Angeles County eviction moratorium; property mortgages and foreclosures; financial assistance to property owners; business loans and repayment; the City enacting its own protections; etc.

City Attorney Highsmith responded to questions accordingly.

Councilmember Cacciotti requested that the City prepare a letter to South Pasadena’s federal representatives, Congresswoman Judy Chu and two senators, demanding more assistance in the extension of the time for mortgage holders, landlords, etc. to be protected.

Council had further questions and comments regarding importance of implementing tenant protections to prevent harassment; citywide street parking on Section 10 of the resolution; etc.

**TWO COUNCIL ACTIONS WERE TAKEN:**

**MOTION BY COUNCILMEMBER KHUBESRIAN, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, to approve:**

1. Continuing the proclamation of a local emergency due to the outbreak of COVID-19;
2. Continuing the application of regulations for private and public facilities and gatherings;
4. Requesting reimbursement of expenses; and
5. Authorizing the City Manager to take all necessary actions as the Director of Emergency Services.

MOTION BY COUNCILMEMBER KHUBESRIAN, SECOND BY COUNCILMEMBER SCHNEIDER, CARRIED 4-1 (MAHMUD), to: NOT approve the following proposed section in the resolution:

3. Continuing and the protections for residential and commercial tenants and property owners.

Additional documents modified the resolution with the following changes:

1. Adding the technical name of the virus that causes COVID-19, severe acute respiratory syndrome coronavirus 2, abbreviated as SARS-CoV-2. SARS-CoV-2 is also known as COVID-19. Also, in the enacting clauses, staff used the name SARS-CoV-2, and placed COVID-19 in parenthesis.
2. Rescinding Section 9, Protection of Affected Tenants, in favor of the application of the April 14, 2020 Executive Order of the Los Angeles Board of Supervisors, which expands an existing temporary rent freeze and moratorium on evictions of both commercial and residential tenants in parts of Los Angeles County in response to the COVID-19 health emergency.

**14. Discretionary Fund Request from Councilmember Khubesrian for \$130 for a Banner Thanking First Responders and City Staff**

Chief City Clerk Ayala announced public comments received and read them aloud.

**Public Comment:**

- Sam Burgess – Expressed opposition for the item.

Mayor Pro Tem Mahmud suggested not to include new allocation of funds to Councilmember Discretionary Funds in the 2020-2021 Fiscal Year Budget.

Mayor Joe had a question regarding Mayor Pro Tem Mahmud's suggestion.

City Attorney Highsmith responded accordingly.

Councilmember Cacciotti and Councilmember Khubesrian discussed adding "volunteers" to the banner. Councilmember Khubesrian agreed.

MOTION BY MAYOR PRO TEM MAHMUD, SECOND BY COUNCILMEMBER KHUBESRIAN, CARRIED 5-0, to approve: a Discretionary Fund request by Councilmember Khubesrian \$130 for a banner thanking South Pasadena First Responders, City Staff, and Volunteers.

**18. Authorize the City Manager to Execute a Professional Services Agreement with True North Research, Inc., to Design, Conduct, and Analyze a Professional Poll for a Total Not-To-Exceed Amount of \$24,950**

City Council had various questions and comments regarding elections; resident surveys; necessity for community outreach; residential support on the item; etc.

Lucy Demirjian, Assistant to the City Manager, responded to questions accordingly.

Mayor Pro Tem Mahmud requested that donated \$5,000.00 from her discretionary fund for this item.

Councilmember Khubesrian donated \$3,000.00 from her discretionary fund for this item.

Chief City Clerk Ayala announced public comments received and read them aloud.

**Public Comment:**

- Delaine Shane – Expressed opposition for the item and concern on potential biases.
- Jan Marshall – Expressed opposition for the item.
- Alan Ehrlich – Expressed opposition for the item.
- Joanne Nucklos - Expressed opposition for the item and provided low cost methods to inform residents about the UUT.
- Anne Bagasao – Expressed opposition for the item and expressed concern for City employment.

City Manager DeWolfe spoke about the reason for the timing of the polling.

City Council had comments and questions on polling; community knowledge on the UUT; resident's financial uncertainty; changes in demographic in the City; unexpected results after polling; concerns for timing of polling; Airbnb tax; transient occupancy tax (bed tax); etc.

City Manager DeWolfe answered questions accordingly and shared the need for polling and the State regulations on the Housing Element.

Councilmember Cacciotti shared comments on community values and how the city should proceed on community involvement.

**MOTION BY MAYOR PRO TEM MAHMUD, SECOND BY COUNCILMEMBER KHUBESRIAN, CARRIED 3-2 (CACCIOTTI, SCHNEIDER), to approve: authorizing the City Manager to execute a Professional Services Agreement (PSA) with True North Research, Inc. (True North) to conduct a professional poll for a total not-to-exceed amount of \$24,950.**

An amendment was made by Councilmember Khubesrian to explore new revenue sources such as and Airbnb tax.

Mayor Joe added he would donated \$2,000.00 from his discretionary fund for this item. Second by Councilmember Khubesrian.

**PUBLIC HEARING**

**19. Public Hearing to Adopt a Resolution No. 7650 Approving the Community Development Block Grant (CDBG) Program for Fiscal Year 2020-2021 and the CDBG-CARES Act Supplemental Allocation Program**

Marisol Romero, Management Services Management Analyst, presented a PowerPoint.

Mayor Joe, Mayor Pro Tem Mahmud, Councilmember Cacciotti, and Councilmembers Khubesrian had questions and comments regarding the senior meals program; the City's General Fund; rental housing assistance eligibility; requirements for aid recipients; commercial assistance; additional programs funds can be applied to; etc.

Assistant to the City Manager Demirjian, Sheila Pautsch, Director of Community Services, and Analyst Romero answered questions accordingly.

No public comment was received for this item.

Discussion was held amongst City Council regarding the additional programs funds could be applied to.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER SCHNEIDER, CARRIED 5-0, to approve: the adoption of a **Resolution No. 7650** approving The Fiscal Year 2020-2021(FY2020) Community Development Block Grant (CDBG) program.

A motion was made by Councilmember Schneider to continue recommendation No. 2 to a future meeting. Second was provided by Councilmember Cacciotti:

2. The new CDBG-CARES Act supplemental allocation of \$73,528 effective March 2020 through September 2022 for the Senior Nutrition Program.

**ACTION/DISCUSSION ITEMS**

City Manager DeWolfe advised the City Council that Item No. 20 could be considered with the City's budget and the contract would be terminated; Item No. 21 could be considered in a future meeting as a Consent Calendar item; and that action needed to be taken on Item No. 22 tonight.

Councilmember Cacciotti asked a voted be taken on Item No. 20 tonight.

**20. Reconsideration of Professional Services Agreement with Emanuels Jones and Associates for Legislative Advocacy Services**

Mayor announced a staff report presentation was not needed.

**Public Comment:**

- Joanne Nuckols – Expressed opposition for the item.

MOTION BY COUNCILMEMBER KHUBESRIAN, SECOND BY COUNCILMEMBER SCHNEIDER, CARRIED 5-0, to approve: terminating the Professional Services Agreement (PSA) with Emanuels Jones and Associates (EJA) for legislative advocacy services.

**21. Adopt a Resolution to Execute and Join the San Gabriel Valley Regional Housing Trust Joint Powers Agreement to Attract and Secure Additional Funding for Supportive and Affordable Housing Projects**

Recommendation

It is recommended that the City Council adopt a Resolution to execute the San Gabriel Valley Regional Housing Trust (SGVRHT) Joint Powers Agreement (Agreement) to attract and secure additional funding for supportive and affordable housing projects.

This item was continued to a future City Council Meeting.

**22. Adoption of Urgency Ordinance No. 2346 Amending Several Sections of Chapter 36 (Zoning) of the South Pasadena Municipal Code to Streamline Planning Approval Processes and Toll Planning and Permitting deadlines during the local Declaration of Emergency**

Joanna Hankamer, Director of Planning and Building, presented a PowerPoint.

Mayor Joe, Councilmember Cacciotti, Councilmember Schneider had comments and questions changes to the Zoning Code, regarding Commissions review of the urgency ordinance; planning applications; etc.

Director Hankamer and Kanika Kith, Planning Manager, responded to questions accordingly.

Chief City Clerk Ayala announced one public comment was received, but was not requested to be read aloud.

- Alan Ehrlich – objected to the Urgency Ordinance

MOTION BY MAYOR PRO TEM MAHMUD, SECOND BY COUNCILMEMBER KHUBESRIAN, CARRIED 5-0, to approve:

1. Adoption **Urgency Ordinance No. 2346** making certain findings; amending South Pasadena Municipal Code (SPMC) by modifying Chapter 36 (Zoning), Sections 36.340.030 (Permit and Application Requirements), 36.340.050 (Hillside Project Development Standards), 36.400.020 (Authority of Land Use and Zoning Decisions), 36.400.040 (Application Preparation and Filing), 36.410.040 (Design Review), 36.410.060 (Conditional Use Permits and Administrative Use Permits), 36.410.065 (Hillside Development Permits), 36.420.020 (Time Limits and Extensions), 36.600.050



(Design Review Board), 36.610.050 (Appeal Filing, Processing and Decisions), 36.630.020 (Notice of Hearing), 36.630.040 (Review Authority Decision and Notice), and 36.630.050 (Recommendation by Planning Commission) in order to streamline applications for discretionary review, and tolling all planning and permitting deadlines during the Local Declaration of Emergency.

2. Direct Staff to schedule a public hearing for the Planning Commission to review and make recommendations to the City Council on a regular ordinance adopting amendments to the same sections of the South Pasadena Municipal Code.

Additional Documents included revisions be included in the proposed urgency ordinance and revisions to the tolling language and additional changes to the Zoning Code.

## **COMMUNICATIONS**

### **5. Councilmembers Communications**

Mayor Pro Tem Mahmud provided information on the California Power Alliance and potential payment plans being considered by California Edison in assistance to those who are financially effected by COVID-19.

Councilmember Schneider reported on technical issues with the City's link provided for *The Scoop* for the budget survey and also reported on the timing that Additional Docs are shared with Council so that enough time is permitted to review.

Councilmember Cacciotti requested a second to provide \$2,000.00 from his discretionary fund for a scaled down version of the Festival of Balloons. Mayor Joe added \$1,000.00 from his discretionary fund. Second provided by Mayor Pro Tem Mahmud.

Councilmember Khubesrian reflected on those who have lost their lives due to COVID-19 and thanked City staff for their hard work.

Mayor Joe commented on the difficulties small businesses are facing and asked the community to support them.

### **6. City Manager Communications**

City Manager DeWolfe spoke about the City's online budget survey and informed that responses would be collected from May 4<sup>th</sup> through May 17<sup>th</sup>. City Manager DeWolfe also announced an American Red Cross blood drive would be held at the South Pasadena Library Community Room on May 21<sup>st</sup>.

## **ADJOURNMENT**

Mayor Joe adjourned the meeting and announced the next regular City Council Meeting on May 20<sup>th</sup>.

There being no further business, at 11:50 p.m. Mayor Joe adjourned the meeting.

---

Evelyn G. Zneimer  
City Clerk

---

Robert S. Joe  
Mayor



**Wednesday, May 13, 2020**  
**Minutes of the Special Meeting of the City Council**

**CALL TO ORDER**

A Special Meeting of the South Pasadena City Council was called to order by Mayor Joe on Wednesday, May 13, 2020, at 7:04 p.m. The meeting was held in a virtual setting, with all Councilmembers attending via Zoom, and the meeting being broadcast via the Council Chamber, located at 1424 Mission Street, South Pasadena, California.

A brief introduction was provide by Mayor Joe of the current protocols in place in an effort to prevent the spread of COVID-19.

**ROLL CALL**

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

**Absent:** None

**City Staff** City Manager DeWolfe (in attendance via Zoom); City Attorney Teresa Highsmith  
**Present:** (in attendance via Zoom); Fire Chief Riddle; Police Chief Joe Ortiz; and Chief City Clerk Ayala were present at Roll Call.

**PLEDGE OF ALLEGIANCE**

Mayor Robert Joe deferred the leading of the flag salute to Police Chief Joe Ortiz. Police Chief Joe Ortiz led the Pledge of Allegiance.

**SPECIAL PRESENTATION**

**1. Briefing by Congresswoman Judy Chu on National Response to COVID-19 Pandemic**

Mayor Joe introduced Congresswoman Judy Chu.

Congresswoman Chu, Representing California's 27th Congressional District (in attendance via Zoom) provided an update on the various National responses to the COVID-19 pandemic.

City Council had questions and comments for Congresswoman Chu regarding: bipartisan commission bills; concerns on current presidential administration; nation's healthcare system; loans applicable to landlords; potential economic stimulus modifications; ways Cities can show support for the HEROES Act; etc.

Congresswoman Chu responded questions and comments and added additional information.

No public comment was submitted for this item.

## **PRESENTATION**

### **2. South Pasadena COVID-19 Update**

Fire Chief Riddle provided a PowerPoint presentation on overall City update and a Fire Department update; Police Chief Joe Ortiz provided a verbal update for the Police Department; and City Manager DeWolfe provided an update from Los Angeles County regarding restrictions on businesses, outdoor recreational facilities, and gatherings.

City Council had comments and questions regarding: COVID-19 testing sites; the City's COVID-19 cases; COVID-19 testing capacities; COVID-19 tracing processes; reimbursements for City's COVID-19 related costs; police patrolling; mask requirements; unhoused residents; bike parks; etc.

Chief Riddle, Chief Ortiz, and City Manager DeWolfe responded accordingly.

No public comment was submitted for this item.

## **ACTION/DISCUSSION**

### **3. Discussion Regarding Regulation of Third Party Food Delivery Services (No Staff Report)**

Councilmember Khubesrian introduced the item and provided background information for discussion.

City Council held discussion regarding the percentages due to the third party food delivery services; adoption of a percentage cap on third party food delivery services; service fee increases; anti-gauging; neighboring Cities with similar issues; etc.

Laurie Wheeler, Chamber of Commerce President, spoke about local business concerns regarding the third party food delivery services.

Mayor Pro Tem Mahmud made a motion to send a letter to Supervisor Barger supporting the implementation of a countywide price cap on third party food delivery services fees. Councilmember Cacciotti made an amendment to also send the letter to the San Gabriel Valley Council of Governments and suggested sending a letter for an investigation on price gauging by third party food delivery food services.

City Attorney Highsmith advised City Council on filing a formal complaint.

City Council directed City Manager DeWolfe to send the letter Supervisor Barger and San Gabriel Valley Council of Governments supporting the implementation of a countywide price cap on third party food delivery service fees.

**ADJOURNMENT**

Mayor Joe announced the next regular City Council Meeting on May 20<sup>th</sup>. There being no further business, at 8:50 p.m. Mayor Joe adjourned the meeting.

---

Evelyn G. Zneimer  
City Clerk

---

Robert S. Joe  
Mayor



**Wednesday, May 20, 2020**  
**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 Joe on Wednesday, May 20, 2020, at 7:49 p.m., in the Council Chamber, located at 1424 Mission Street, South Pasadena, California.

A brief introduction was provide by Mayor Joe of new procedures in place in an effort to prevent the spread of COVID-19.

**ROLL CALL**

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

**Absent:** None

**City Staff Present:** City Manager DeWolfe; City Attorney Teresa Highsmith (in attendance via Zoom); Fire Chief Paul Riddle; Police Chief Joe Ortiz; and Chief City Clerk Ayala were present at Roll Call.

**PLEDGE OF ALLEGIANCE**

Councilmember Marina Khubesrian, M.D. led the flag salute.

**SPECIAL PRESENTATION**

**1. Coronavirus Update and Discussion**

Fire Chief Paul Riddle provided a PowerPoint presentation on general overview of City, and a report on the Fire Department, Police Chief Joe Ortiz provided a verbal report on the Police Department, followed by City Manager DeWolfe who provided a PowerPoint presentation on reopening strategies from Los Angeles County and the City.

City Council had various questions and comments throughout the presentation including hospitalization capacity in Los Angeles County; COVID-19 cases within the City; concerns on wearing face masks; community education on power outages; hygiene stations for unhoused residents; reopening of Library and its services; City employee shift staggering; reopening City Hall; etc.

Chief Riddle, Chief Ortiz, and City Manager DeWolfe responded to questions accordingly.

No public comment was received on this item.

## **2. 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; Interim Human Resources Manager Michael Casalou

City Attorney Highsmith reported the following:

Item A – City Council received a briefing by the City's Labor Negotiator regarding labor negotiations with the City's bargaining unions and unrepresented employees. Direction was provided to the City's Labor Negotiator.

## **3. Public Comments - General**

Mayor Joe announced public comments were received in writing via e-mail from the following individuals on general topics. Comments received would be uploaded to Additional Documents and become part of the final meeting record.

Chief City Clerk Ayala read the public comment aloud.

- Delaine Shane – Shared concerns regarding the 2020-2021 fiscal year budget and the community needs to make recommendations that are more informed.
- Sam Burgess – Asked for an update in converting public walk signals to be automatic.

- Betty Emirhanian – Expressed disappointment for the City’s budget survey and provided suggestions on improvement.
- Betty Emirhanian – Provided comments on the public comment e-mail word limit.

City Manager DeWolfe notified City Council that staff would contact and address public comment concerns the following day.

Councilmember Cacciotti suggested having residents call in during public comment to allow the speaker the appropriate amount of time, and how this can be implemented.

City Manager DeWolfe responded that additional information could be provided to Council along with associated costs of implementing a system that would allow this.

## COMMUNICATIONS

### 4. Councilmembers Communications

Councilmember Khubesrian shared a PowerPoint to motion the Al Fresco Pasadena Initiative (second provided by Councilmember Schneider); Al Fresco Pasadena Initiative implementation strategies and benefits to local businesses; City of Los Angeles third-party food delivery services ordinance and suggested the City pass their own ordinance if no action was taken from the County.

Councilmember Schneider shared he would like to use \$6,000 of his discretionary fund for a first cut scale drawing of a loop ramp, conceptualized by Commissioner John Fisher and asked that Mr. Fisher oversee the project (a second was made by Councilmember Cacciotti). Councilmember Schneider also shared concerns regarding public comments for commission meetings; City’s future polling; requested that the expansion of City streets for bicycle use be discussed at the next Mobility and Transportation Infrastructure Commission meeting (second provided by Councilmember Cacciotti).

Councilmember Cacciotti requested that the copy of the budget provide an outline of every department and positions, salaries or hourly rates, to include duties and responsibilities for the June 3<sup>rd</sup> City Council Meeting.

Councilmember Khubesrian expressed concern over Councilmember Cacciotti’s request. Councilmember Cacciotti responded to said concern.

City Manager DeWolfe confirmed that the information requested would be provided to the City Council.

Mayor Pro Tem Mahmud commented on Councilmember Cacciotti’s request; suggested the public comment word limit be increased to 250 words; announced that residents who have been financially affected by COVID-19 are able to receive a discount on their electric bill provided by the Power Alliance and Southern California Edison; announced the Los Angeles County Board of Supervisors approval of an extension eviction moratorium ordinance; thanked



residents who are complying with the Safer From Home orders; and congratulated residents who are graduating this year.

Mayor Joe reported on a Library Board of Trustee meeting where they discussed book curbside pick-up; concerns for the Library's ventilation system; more signage to promote social distancing and mask use.

**5. City Manager Communications**

City Manager DeWolfe announced the upcoming American Red Cross Blood Drive taking place on Thursday, June 18<sup>th</sup>; and reported that with Monday being Memorial Day, seniors can order an extra meal ahead of time for the holiday.

**6. Reordering of and Additions to the Agenda**

No reordering of agenda items for this meeting.

**CONSENT CALENDAR**

Chief City Clerk Ayala announced Additional Documents for Item Nos. 11, 12 and 15.

Councilmember Khubesrian pulled Item Nos. 11, 12, and 17 for individual discussion.

Mayor Pro Tem Mahmud pulled Item No. 15 for consideration of public comment.

Councilmember Cacciotti pulled Item No. 9 for individual discussion.

City Manager DeWolfe asked that Item No. 18 be moved and considered for the next City Council meeting. Council agreed.

No public comment was received on Consent Calendar.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER KHUBESRIAN, CARRIED 5-0, to approve Consent Calendar Items Nos. 7, 8, 10, 13, 14, 16, and 19.

**7. Minutes of the Regular City Council Meeting on March 4, 2020**

City Council approved the Minutes of the Regular City Council Meeting on March 4, 2020.

**8. Minutes of the Special City Council Meeting on March 18, 2020**

City Council approved the Minutes of the Special City Council Meeting on March 18, 2020.

**10. Approval of Prepaid Warrants in the Amount of \$86,966.35; General City Warrants in the Amount of \$305,530.68; General City Warrant Voids in the Amount of (\$2,912.05); Supplemental ACH Payments in the Amount of \$37,055.93**

City Council approved the Warrants as presented

**13. Adoption of a Resolution Approving a Memorandum of Understanding between the City of South Pasadena and the Los Angeles County District Attorney, Alhambra Office, for the Implementation and Use of the Electronic Charge Evaluation Request Portal**

City Council adopted the attached Resolution approving a Memorandum of Understanding (MOU) between the City of South Pasadena (City) and the Los Angeles County District Attorney, Alhambra Office for the implementation and use of the Electronic Charge Evaluation Request portal (eCER).

**14. Adopt Resolution No. 7651 to Execute and Join the San Gabriel Valley Regional Housing Trust Joint Powers Agreement to Attract and Secure Additional Funding for Supportive and Affordable Housing Projects**

City Council adopted **Resolution No. 7651** to execute the San Gabriel Valley Regional Housing Trust (SGVRHT) Joint Powers Agreement (Agreement) to attract and secure additional funding for supportive and affordable housing projects.

**16. Adoption of Resolution No. 7653 Supporting and Authorizing Staff to File an Application for the Local Early Action Planning Grant Program for the Preparation and Adoption of the 2021 Housing Element Update**

City Council adopted **Resolution No. 7653** supporting and authorizing the Staff to file an application for the Local Early Action Planning (LEAP) Grant Program for the preparation and adoption of the 2021 Housing Element Update.

**18. 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 \$85,235 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.~~

Agenda Item No. 18 was pulled by City Manager DeWolfe and will be considered at the June

3<sup>rd</sup> City Council meeting.

**19. Approval of CalPERS Resolution No. 7654 Fixing the Employer Contribution under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants**

City Council approved the proposed **Resolution No. 7654**, to reflect recently negotiated changes to the employer contribution under the Public Employees' Medical and Hospital Care Act (PEMCHA) at amounts specified in the attached resolution for employees and annuitants.

**ITEMS PULLED FROM CONSENT**

**9. Minutes of the Regular City Council Meeting on March 18, 2020**

Councilmember Cacciotti requested the following amendments be made to his comments on Item No. 3, page 9-3 of the agenda packet:

- Addition of language to specify that the request regarding powered leaf blowers should be done by ordinance.
- Addition of language to specify that the recommendation regarding enterprise funds should come back to Council with the percentage of funds that should go to the general fund, as opposed to how much should be set aside for capital improvements.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER SCHNEIDER, CARRIED 5-0, to approve the minutes of the Regular City Council Meeting on March 18, 2020 with amendments as listed by Councilmember Cacciotti.

**11. Discretionary Fund Requests from Mayor Robert Joe (\$1,000) and Councilmember Michael Cacciotti (\$2,000) for a Combined \$3,000 in Support of the Festival of Balloons Fourth of July Youth Public Art Display**

Councilmember Khubesrian shared concerns from the Natural Resources and Environmental Commission regarding the Festival of Balloons and asked that SPARC be considered to volunteer for the event.

Councilmember Cacciotti shared the community concerns on how to celebrate 4<sup>th</sup> of July, the benefits to celebrating with an event that would include balloons, and agreed that the City should transition away from using balloons.

City Council held a brief discussion regarding the concerns, benefits, and costs of the event.

Chief City Clerk Ayala announced public comments received and read them aloud.

**Public Comment:**

- Sam Burgess – Expressed opposition to the item and concern for what discretionary funds are being used for.

- Madeline Di Giorgi – Expressed concern for the environmental impact using balloons can have.
- Rona Bortz – Expressed excitement to see the event celebrated and provided alternatives to using balloons.

Councilmember Khubesrian asked that a Natural Resources and Environmental Commission liaison work with the Festival of Balloon / 4<sup>th</sup> of July Committee to come up with creative alternatives to using balloons and having SPARC volunteers assist. Councilmember Cacciotti concurred.

Mayor Joe clarified that balloons would not be used for the event.

MOTION BY COUNCILMEMBER KHUBESRIAN, SECOND BY MAYOR PRO TEM MAHMUD, CARRIED 5-0, to approve Discretionary Fund requests by Mayor Robert Joe in the amount of \$1,000 and Councilmember Michael Cacciotti in the amount of \$2,000 for a combined \$3,000 for the Festival of Balloons Fourth of July Youth Public Art Display on Mission Street and Fair Oaks Avenue.

Amendments were made by Councilmember Khubesrian and considered in the motion that the City will defer from using balloons for the event, will have a Natural Resources and Environmental Commission and/or Youth Commission liaison assist, and contact SPARC for volunteers.

**12. Discretionary Fund Requests from Mayor Robert Joe (\$2,000), Mayor Pro Tem Diana Mahmud (\$5,000) and Councilmember Marina Khubesrian (\$3,000), for a Combined Total of \$10,000 for True North Polling Survey Professional Services Agreement**

Mayor Pro Tem Mahmud amended the item to use only \$3,000.00 from her discretionary fund for this item and asked polling be done for support of a transit oriented tax and height limits.

City Attorney Highsmith advised on the contracts scope of services and the possibility of having it brought back to Council on a future date.

Councilmember Cacciotti, Councilmember Khubesrian, and Councilmember Schneider discussed the proposed contract’s scope of services.

Mayor Joe suggested placing the True North Polling contract on a future agenda for discussion and a vote.

City Manager DeWolfe clarified the tonight’s vote is only for the use of discretionary funds and the contract’s scope of services can be discussed at the next City Council meeting.

Direction was provided to City Manager DeWolfe to continue the item to a future meeting.

Chief City Clerk Ayala announced public comments received and read them aloud.

**Public Comment:**

- Josh Albrektson – Thanked Mayor Joe and Councilmember Khubesian for donating from their discretionary funds and expressed support for the item.

**15. Adopt a Resolution No. 7652 to Approve Participation in the Los Angeles Urban County Community Development Block Grant (CDBG) Program**

Chief City Clerk Ayala announced public comments received and read them aloud.

**Public Comment:**

- Helen Tran – Provided suggestions on what funds can be used for and asked City Council to ask the community for input on expenses. (comment was signed by 26 residents)

City Manager DeWolfe provided clarification on the resolution’s purpose and potential repercussions if not approved.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER SCHNEIDER, CARRIED 5-0, to approve: adopting **Resolution No. 7652** to approve participation in the Los Angeles Urban County Community Development Block Grant (CDBG) Program by authorizing the Mayor, or his/her designee to sign a Cooperation Agreement with the Los Angeles County Development Authority (LACDA).

Councilmember Cacciotti asked staff to correct the date specified on the contract for Agenda Item No. 14, page 14-6 of the agenda packet, to reflect May 20<sup>th</sup>.

**17. Approval of First Contract Amendment with Pasadena Humane Society and SPCA for Animal Control Services Extending the Contract Term until June 30, 2021 and Increasing the Total Compensation to \$171,570**

Councilmember Khubesian asked City Manager DeWolfe to provide an update on the recent negotiations since the posting of the meeting’s agenda.

City Manager DeWolfe briefly reported on the recent negotiations.

MOTION BY COUNCILMEMBER KHUBESRIAN, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, to approve: the first contract amendment with the Pasadena Humane Society & SPCA (PHS) to extend the contract term for one year until June 30, 2021 and increase the total compensation by \$43,678 to \$171,570.

**PUBLIC HEARING**

**20. Appeal of the Planning Commission Decision (Project No. 2311 – Appeal) – to Approve the Mission Bell Mixed-Use Project located at 1101-1115 Mission Street (APNs 5315-008-043 and -045)**

Prerecorded presentations were provided as follows:

Staff – PowerPoint presentation by Debby Lin from Lin & Associates

Appellant – Mitchel Tsai representing the Southwest Regional Council of Carpenters.

Applicant – Emily Murray from Allen-Matkins representing the applicant for Mission-Bell.

City Council had various questions following the staff presentation regarding proper signage for public parking; project consistency with the City's General Plan; converting commercial space to residential space; etc.

Ms. Lin answered questions accordingly.

Chief City Clerk Ayala announced public comments received and read them aloud.

**Public Comment:**

- Josh Albrekton – Expressed support for the denial of the appeal.
- Andrew Berk – Expressed support for the denial of the appeal and supported the projects continuance.
- Kris Morrish – Expresses support for the denial of the appeal and commended the developers efforts.
- Brandon Yung – Expressed support for the denial of the appeal and asked the project not be delayed.
- Laurie Wheeler - Expressed support for the denial of the appeal and listed positive outcomes from the project.
- Mitchell Sawasy - Expressed support for the denial of the appeal.

**Rebuttal Period:**

Mr. Tsai provided rebuttal comments regarding the projects impact on historical resources; California Environmental Quality Act (CEQA) violations; concerning Environmental Impact Reports; etc.

Ms. Murray provided rebuttal comments regarding the community approval of the project; CEQA requirements; projects consistency with the City's General Plan; etc.

Councilmember Schneider had questions regarding affordable housing following Ms. Murray rebuttal comments.

Ms. Murray answered questions accordingly.

Mayor Joe, Mayor Pro Tem Mahmud, Councilmember Cacciotti, and Councilmember Khubesrian had questions regarding CEQA laws; Cultural Heritage Commission's support for the project; consistency of project with the City's General Plan; public parking compliance; project requirement violations; code enforcement violations; adoption of parking requirement ordinance; etc.

City Attorney Highsmith, Ms. Murray, and Kanika Kith, Planning Manager, answered questions accordingly.

MOTION BY COUNCILMEMBER KHUBESRIAN, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, adopt **Resolution No. 7655** to deny the Appeal (Project No. 2311-Appeal) and uphold the Planning Commission certification of an Environmental Impact Report and approval of the Mission Bell Mixed-Use development located at 1101, 1105, 1107, and 1115 Mission Street, subject to the Conditions of Approval.

## **ACTION/DISCUSSION ITEMS**

### **21. Adoption of Resolution No. 7656 Establishing a Vehicle Miles Traveled Methodology Developed in Accordance with the California Environmental Quality Act Transportation Impact Analysis Requirements**

Margaret Lin, Manager of Long Range Planning and Economic Development, presented the staff report.

Mayor Pro Tem Mahmud and Councilmember Schneider had questions and comments regarding Level of Service; time sensitivity on the item; neighboring local jurisdiction's adoptions; etc.

Shahid Abbas, Public Works Director, Manager Lin, and Sean Daly, Iteris Consultant, answered questions accordingly.

No public comment was received for this item.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY MAYOR PRO TEM MAHMUD, CARRIED 5-0, to approve: the adoption of the proposed **Resolution No. 7656** establishing a Vehicle Miles Traveled (VMT) Methodology developed in accordance with the California Environmental Quality Act (CEQA) Transportation Impact Analysis requirements while maintaining the use of Level of Service (LOS) to analyze and mitigate transportation impacts.

Additional Document provided edits to the proposed Vehicle Miles Traveled Transportation Impact Analysis Methodology.

## **ADJOURNMENT**

Mayor Joe deferred the adjournment of the meeting to Councilmember Khubesrian.

Councilmember Khubesrian adjourned the meeting in memory of Tom Nott, City Resident and Architect, and Nicole Grandjean, owner of Nicole’s Market and Café, and provided a few words in their memory.

There being no further business, at 11:46 p.m. Mayor Joe adjourned the meeting.

---

Evelyn G. Zneimer  
City Clerk

---

Robert S. Joe  
Mayor





**Wednesday, May 27, 2020**  
**Minutes of the Special Meeting of the City Council**

**CALL TO ORDER**

A Special Meeting of the South Pasadena City Council was called to order by Mayor Joe on Wednesday, May 27, 2020, at 7:11 p.m. The meeting was held in a virtual setting, with all Councilmembers attending via Zoom, and the meeting being broadcast via the Council Chamber, located at 1424 Mission Street, South Pasadena, California.

A brief introduction was provide by Mayor Joe of the current protocols in place in an effort to prevent the spread of COVID-19.

**ROLL CALL**

**Present** via Councilmember Khubesrian, and Schneider; Mayor Pro Tem Mahmud; and Mayor  
**Zoom:** Joe. Councilmember Cacciotti joined the meeting at 7:26 p.m.

**Absent:** None

**City Staff** City Manager DeWolfe (in attendance via Zoom); City Attorney Teresa Highsmith  
**Present:** (in attendance via Zoom); Fire Chief Riddle; Police Chief Joe Ortiz; and Chief City Clerk Ayala were present at Roll Call.

**PLEDGE OF ALLEGIANCE**

Mayor Robert Joe deferred the leading of the flag salute to Fire Chief Paul Riddle. Fire Chief Paul Riddle led the Pledge of Allegiance.

**SPECIAL PRESENTATION**

**1. Briefing by Assemblymember Holden on State Efforts in Response to COVID-19 Pandemic**

Mayor Joe introduced Assemblymember Chris Holden.

Assemblymember Holden, Representing California's 41st Assembly District (in attendance via Zoom) provided an update on various State efforts in response to the COVID-19 pandemic.

City Council had questions and comments for Assemblymember Holden regarding: Caltrans owned homes; environmentally conscious recovery strategies; shifting from traditional work schedules towards working remotely; a deadline extension for City Housing Element submittal; restaurant third party delivery service fee caps; State preparedness for a second COVID-19 surge; State support for contact tracing; etc.

Assemblymember Holden responded to City Council's questions and comments accordingly and provided additional information.

Chief City Clerk Ayala announced a public comment was submitted after public comment deadline, thanking Assemblymember Holden for his work for the City of South Pasadena. The public comment would be uploaded to Additional Documents for the meeting.

## **PRESENTATION**

### **2. South Pasadena COVID-19 Update**

Fire Chief Riddle provided a PowerPoint presentation with a general report of the City and update on the Fire Department; Police Chief Ortiz provided a verbal update on the Police Department; and City Manager DeWolfe provided a PowerPoint presentation regarding the Los Angeles County restrictions on businesses, worship services, outdoor recreational facilities, Library services, reopening of City Hall, etc.

City Council had comments and questions regarding: locations in the City residents can obtain face masks; ACE Hardware's social distancing strategies; the City's plastic bag ban; the City's overnight parking; Neighboring City's overnight parking protections; speeding vehicles and traffic concerns; domestic violence outreach; requirements on wearing face mask; the Los Angeles County variance application; future allowance of virtual meetings; City Hall reopening date; etc.

Chief City Clerk Ayala announced the public comment received and read it aloud.

#### **Public Comment:**

- W. Rodriguez – Asked questions regarding the submittal of petitions to the State regarding reopening restrictions and strategies.

/ / /

/ / /

/ / /

**ADJOURNMENT**

Mayor Joe announced the next regular City Council Meeting on June 3<sup>rd</sup>. There being no further business, at 8:46 p.m. Mayor Joe adjourned the meeting.

\_\_\_\_\_  
Evelyn G. Zneimer  
City Clerk

\_\_\_\_\_  
Robert S. Joe  
Mayor



# City Council Agenda Report

ITEM NO. 10

**DATE:** July 01, 2020

**FROM:** Stephanie DeWolfe, City Manager

**PREPARED BY:** Karen Aceves, Finance Director

**SUBJECT:** **Approval of Prepaid Warrants in the Amount of \$106,828.09; General City Warrants in the Amount of \$278,487.06; General City Warrant Voids in the Amount of (\$1,176.41); Supplemental ACH Payments in the Amount of \$71,554.62.**

### Recommendation Action

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

### Fiscal Impact

Prepaid Warrants:

Warrant # 310916-310932	\$	45,874.81
ACH	\$	60,953.28
Voids	\$	0

General City Warrants:

Warrant # 310933-310973	\$	198,976.76
ACH	\$	79,510.30
Voids	\$	(1,176.41)

Wire Transfers (LAIF)	\$	0
Wire Transfers (RSA)	\$	0
Wire Transfers (Acct # 2413)	\$	0
Wire Transfers (Acct # 1936)	\$	0
Supplemental ACH Payment	\$	71,554.62

RSA:

Prepaid Warrants	\$	0
General City Warrants	\$	0

Total	\$	<u>455,693.36</u>
-------	----	-------------------

### Commission Review and Recommendation

This matter was not reviewed by a Commission.

Approval of Warrants

July 01, 2020

Page 2 of 2

**Legal Review**

The City Attorney has not reviewed this item.

**Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its

inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website.

Attachments:

1. Warrant Summary
2. Prepaid Warrant List
3. General City Warrant List
4. Supplemental ACH Payments
5. Voids

**ATTACHMENT 1**  
**Warrant Summary**

**City of South Pasadena  
Demand/Warrant Register  
Recap by fund**

Date 07.01.2020

Fund No.	Amounts	
	Prepaid	Written
General Fund	41,573.73	125,746.94
Insurance Fund	2,932.00	-
Street Improvement Program	-	-
Facilities & Equip.Cap. Fund	-	-
Local Transit Return "A"	-	-
Local Transit Return "C"	315.00	5,838.29
TEA/Metro	-	-
Sewer Fund	-	3,582.31
CTC Traffic Improvement	-	-
Street Lighting Fund	-	16,907.14
Public,Education & Govt Fund	-	-
Clean Air Act Fund	-	-
Business Improvement Tax	-	-
Gold Line Mitigation Fund	-	-
Mission Meridian Public Garage	-	-
Housing Authority Fund	-	-
State Gas Tax	-	3,509.29
County Park Bond Fund	-	1,436.60
Measure R	-	-
Measure M	-	-
MSRC Grant Fund	-	-
Measure W	-	3,568.50
Measure H	-	-
Prop C Exchange Fund	-	-
Bike & Pedestrian Paths	-	-
BTA Grants	-	-
Golden Street Grant	-	-
Capital Growth Fund	-	-
CDBG	-	-
Asset Forfeiture	-	-
Police Grants - State	-	-
Homeland Security Grant	-	-
Park Impact Fees	-	-
HSIP Grant	-	-
Arroyo Seco Golf Course	-	-
Sewer Capital Projects Fund	-	-
Water Fund	44,427.74	117,863.73
Water Efficiency Fund	173.52	34.26
2016 Water Revenue Bonds Fund	-	-
Water & Sewer Impact Fee	-	-
Public Financing Authority	-	-
Payroll Clearing Fund	17,406.10	-
	-	-
<b>Column Totals:</b>	<b>106,828.09</b>	<b>278,487.06</b>

Fund No.	Amounts	
	Prepaid	Written
RSA	-	-
<b>RSA Report Totals:</b>	<b>-</b>	<b>-</b>

**City Report Totals:** 385,315.15

Wire Transfer - LAIF	-
Wire Transfer - RSA	-
Wire Transfer - Acct # 2413	-
Wire Transfer - Acct # 1936	-
Supplemental ACH Payments	71,554.62
Voids - Prepaid	-
Voids - General Warrant	(1,176.41)

**Grand Report Total:** 455,693.36

Robert Joe, Mayor

Karen Aceves, Finance Director

**ATTACHMENT 2**  
**Prepaid Warrant List**



# Accounts Payable

## Checks by Date - Detail by Check Date

User: ealvarez  
Printed: 6/25/2020 4:08 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	COBR7131 1120437 121251	The Advantage Group HRA July 2020 Premium Batch ID: 1120437 HRA June 2020 Admin. Fee	06/17/2020	11,366.48 66.00
Total for this ACH Check for Vendor COBR7131:				11,432.48
Total for 6/17/2020:				11,432.48
Report Total (1 checks):				11,432.48

# Accounts Payable

## Checks by Date - Detail by Check Date

User: ealvarez  
 Printed: 6/25/2020 4:00 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	AFLA7010 051335 662597	AFLAC Employee Optional Insurance - May 2020 Employee Optional Insurance - April 2020	06/25/2020	871.29 871.29
Total for this ACH Check for Vendor AFLA7010:				1,742.58
ACH	DDL8010 2134	Dr. Detail Ph.D Fleet Cleaning for Dial-a-Ride Buses	06/25/2020	315.00
Total for this ACH Check for Vendor DDL8010:				315.00
ACH	ITCR2501 76-006686	Intercare Holdings Insurance Svcs Worker Compensation Claims Administration (N	06/25/2020	2,932.00
Total for this ACH Check for Vendor ITCR2501:				2,932.00
ACH	MNBL8170 10587 10587 10631	Munibilling Water Billing Services May 2020 Water Billing Services: Absorbtion Charge May Water Billing Services: Postage May 2020	06/25/2020	30,881.10 11,141.76 2,404.88
Total for this ACH Check for Vendor MNBL8170:				44,427.74
ACH	POS5265 1262930 1262930	Post Alarm Systems WMB Monthly Monitoring June 2020 WMB Monthly Monitoring June 2020	06/25/2020	51.74 51.74
Total for this ACH Check for Vendor POS5265:				103.48
310916	ACTM3010 55625123 55674778 55699581 55755937	Accountemps Staffing for Financial Audit / Bank Reconciliatio Staffing for Financial Audit / Bank Reconciliatio Staffing for Financial Audit / Bank Reconciliatio Staffing for Financial Audit / Bank Reconciliatio	06/25/2020	2,626.00 2,626.00 2,626.00 1,969.50
Total for Check Number 310916:				9,847.50
310917	ADPLC818 556537446	ADP, LLC City of South Pasadena ADP Services	06/25/2020	11,241.71
Total for Check Number 310917:				11,241.71
310918	AME0229 010-19062	Ameritas Employee Vision Plan Premiums for May 2020	06/25/2020	3,583.48
Total for Check Number 310918:				3,583.48
310919	CRSC2013 2803	Capital Research & Consulting LLC Payment for Capital Research Consulting	06/25/2020	2,615.02
Total for Check Number 310919:				2,615.02

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
310920	CHAG8032 Session 2	Emily Chang Class Instructor: Winter KinderMusik	06/25/2020	29.73
Total for Check Number 310920:				29.73
310921	DEL0771 BE003954458	Delta Dental Employee Dental Premiums	06/25/2020	11,114.79
Total for Check Number 310921:				11,114.79
310922	FED1109 7-036-29608	FedEx Transportation Charges Police	06/25/2020	166.11
Total for Check Number 310922:				166.11
310923	JNNG8110 1245511	Jonathan Nugent Reimb. Staff for Vacuum Parts	06/25/2020	14.76
Total for Check Number 310923:				14.76
310924	PBGF8031 3103978841 3103978841 3103978841 3103978841 3103978841 3103978841 3103978841 3103978841 3103978841 3103978841 3103978841 3103978841 3103978841	Pitney Bowes Global Fin. Svc LLC Postage Lease Payment Postage Lease Payment Postage Lease Payment Postage Lease Payment Postage Lease Payment Postage Lease Payment Postage Lease Payment Postage Lease Payment Postage Lease Payment Postage Lease Payment Postage Lease Payment Postage Lease Payment Postage Lease Payment	06/25/2020	197.27 49.32 197.27 49.32 49.32 49.32 49.32 49.32 197.24 49.31 49.32
Total for Check Number 310924:				986.33
310925	ROTH6010 13692873	Roth Staffing Companies Temporary Staffing - February 2019	06/25/2020	178.50
Total for Check Number 310925:				178.50
310926	SAN4958 R16528 R16528	San Marino Security System San Marino Security System ( Rec, WMB, Youtl San Marino Security System ( Rec, WMB, Youtl	06/25/2020	1,035.00 207.00
Total for Check Number 310926:				1,242.00
310927	STA5219 3446959389	Staples Business Advantage CS Office Supplies	06/25/2020	89.27
Total for Check Number 310927:				89.27
310928	HAFR7000 086083716214	The Hartford Life Insurance Benefit June 2020	06/25/2020	965.25
Total for Check Number 310928:				965.25
310929	TIM4011 0224964050820 0269985051720 0311688051120 0311712051120 0357905050520	Time Warner Cable ACCT # 8448 30 008 0224964 (05/08-06/07/202 ACCT # 8448 30 008 0269985 (05/17-06/16/202 ACCT # 8448 30 008 0311688 (05/11-06/10/202 ACCT # 8448 30 008 0311712 (05/11-06/10/202 ACCT # 8448 30 008 0357905 (05/17-06/16/202	06/25/2020	765.70 178.90 1,223.00 1,190.00 130.49

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 310929:	3,488.09
310930	JKTB8110 1	Jacob Tobias Reimb. Staff for Vacuum Parts	06/25/2020	36.08
			Total for Check Number 310930:	36.08
310931	TUAS107 DT06210-01	David Tuason Residential Rebate; Water Efficient Plants	06/25/2020	173.52
			Total for Check Number 310931:	173.52
310932	WON6410 1164025	Wondries Toyota Replaced Oil & Filter on Unit # 1501	06/25/2020	102.67
			Total for Check Number 310932:	102.67
			Total for 6/25/2020:	95,395.61
			Report Total (22 checks):	95,395.61

**ATTACHMENT 3**  
**General City Warrant List**

# Accounts Payable

## Checks by Date - Detail by Check Date

User: ealvarez  
 Printed: 6/25/2020 5:30 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	AMPM5011 41948-42978	AM/PM Door, Inc. Senior Center Front Wood Automatic Door Repa	07/01/2020	344.73
Total for this ACH Check for Vendor AMPM5011:				344.73
ACH	BAK0369	Baker & Taylor Books	07/01/2020	
	2035127275	Purchase of Books & Library Materials		438.87
	2035159555	Purchase of Books & Library Materials		1,247.63
	2035162862	Purchase of Books & Library Materials		1,335.14
	2035182801	Purchase of Books & Library Materials		451.35
	2035185414	Purchase of Books & Library Materials		54.79
	2035188678	Purchase of Books & Library Materials		211.49
	2035196875	Purchase of Books & Library Materials		27.78
	2035197225	Purchase of Books & Library Materials		324.10
	2035197400	Purchase of Books & Library Materials		67.25
	2035199544	Purchase of Books & Library Materials		126.92
	2035200299	Purchase of Books & Library Materials		44.21
	2035201113	Purchase of Books & Library Materials		450.40
	2035206181	Purchase of Books & Library Materials		252.96
	2035210683	Purchase of Books & Library Materials		151.05
	2035212550	Purchase of Books & Library Materials		49.37
	2035216829	Purchase of Books & Library Materials		4.46
	2035237252	Purchase of Books & Library Materials		12.30
	2035253639	Purchase of Books & Library Materials		22.41
	2035258395	Purchase of Books & Library Materials		15.66
	2035277574	Purchase of Books & Library Materials		5.11
Total for this ACH Check for Vendor BAK0369:				5,293.25
ACH	BEMN6010	The Bee Man	07/01/2020	
	107018	Active Behive in Tree Base Removal (01/30/202		245.00
	107134	Active Behive in Tree Base Removal (02/07/202		295.00
Total for this ACH Check for Vendor BEMN6010:				540.00
ACH	CAME2015	CA Maintenance & Environmental	07/01/2020	
	32707	April 2020 Underground Storage Tank Service C		130.00
	32826	Monthly Maint. Fee / Testing Mandated by Los		250.00
	32827	Monthly Maint. Fee / Testing Mandated by Los		250.00
Total for this ACH Check for Vendor CAME2015:				630.00
ACH	CHWP2010	Colantuono,Highsmith & Whatley,PC	07/01/2020	
	42528	General Services		6,455.50
	42529	Case 2		1,627.35
	42530	Labor & Employment		860.50
	42531	Misc. Litigation		7,134.50
	42532	Special Projects		8,645.50
	42533	Gardena v. RWQCB		82.00
	42534	Water & Utilities		1,273.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	COVID-19	COVID-19		3,544.50
Total for this ACH Check for Vendor CHWP2010:				29,623.35
ACH	DDL8010	Dr. Detail Ph.D	07/01/2020	
	2112	05/01/2020 Sanitize Interior of Vehicles - 16 (C		400.00
	2120	Fleet Cleaning for Dial-a-Ride Buses		175.00
	2123	Fleet Cleaning for Dial-a-Ride Buses		140.00
Total for this ACH Check for Vendor DDL8010:				715.00
ACH	GPPT9090	Gopher Patrol	07/01/2020	
	407365	Gopher Patrol / Abatement @ Arroyo Park (Apri		250.00
	407366	Gopher Patrol / Abatement May 2020		250.00
	412956	Gopher Patrol / Abatement June 2020		250.00
Total for this ACH Check for Vendor GPPT9090:				750.00
ACH	INCG6011	Interwest Consulting Group	07/01/2020	
	53294	Professional Traffic Engineering Consulting Svc		405.00
	58442	Plan Check & Public Works Capital Improveme		308.00
	58442	Plan Check & Public Works Capital Improveme		308.00
	58442	Plan Check & Public Works Capital Improveme		2,464.00
Total for this ACH Check for Vendor INCG6011:				3,485.00
ACH	JHMS8020	JHM Supply	07/01/2020	
	116398/1	Fair Oaks Median Project - Irrigation Caps		34.26
	116460/1	Soil Probe Tool for Water Division		186.92
	116477/1	Irrigation Supplies for City Parks, Medians, & O		125.49
	211013/1	Irrigation Supplies for City Park FY19-20		39.20
	211892/1	Irrigation Supplies for City Parks, Medians, & O		498.62
	214703/1	Irrigation Supplies for City Parks, Medians, & O		58.60
	K14703/1	Irrigation Supplies for City Parks, Medians, & O		104.09
Total for this ACH Check for Vendor JHMS8020:				1,047.18
ACH	LDCR6410	LandCare USA LLC	07/01/2020	
	311903	Landscape Maint. for City		1,468.43
	311903	Landscape Maint. for City		17,051.44
	311903	Landscape Maint. for City		196.60
	311903	Landscape Maint. for City		3,682.69
Total for this ACH Check for Vendor LDCR6410:				22,399.16
ACH	NGSI6010	Natural Gas Systems Inc.	07/01/2020	
	6218	Natural Gas System Maintenance April 2020		375.00
	6252	Natural Gas System Maintenance May 2020		375.00
Total for this ACH Check for Vendor NGSI6010:				750.00
ACH	OFF4011	Office Solutions	07/01/2020	
	I-01743303	Police Department Office Supplies		393.58
Total for this ACH Check for Vendor OFF4011:				393.58
ACH	PEDS6010	Prime Electric Distributors	07/01/2020	
	S1411999.001	Streetlight Replacement Bulbs for Orange Grove		437.74
Total for this ACH Check for Vendor PEDS6010:				437.74
ACH	POSU8132	Prudential Overall Supply	07/01/2020	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	52360578	Public Works Uniform Supply		27.43
	52360578	Public Works Uniform Supply		40.30
	52360579	Public Works Scraper Mats		6.23
	52360579	Public Works Scraper Mats		6.24
	52360580	Public Works Scraper Mats		3.87
	52360580	Public Works Scraper Mats		3.87
	52360580	Public Works Scraper Mats		3.87
	52360580	Public Works Scraper Mats		3.87
	52360580	Public Works Scraper Mats		3.87
	52360581	Public Works Uniform Supply		14.38
	52360581	Public Works Uniform Supply		28.57
	52360581	Public Works Uniform Supply		9.65
	52360581	Public Works Uniform Supply		9.65
	52360581	Public Works Uniform Supply		11.45
	52362708	Public Works Uniform Supply		27.43
	52362708	Public Works Uniform Supply		40.30
	52362709	Public Works Scraper Mats		6.24
	52362709	Public Works Scraper Mats		6.23
	52362710	Public Works Scraper Mats		3.87
	52362710	Public Works Scraper Mats		3.87
	52362710	Public Works Scraper Mats		3.87
	52362710	Public Works Scraper Mats		3.87
	52362710	Public Works Scraper Mats		3.87
	52362710	Public Works Scraper Mats		3.87
	52362711	Public Works Uniform Supply		9.65
	52362711	Public Works Uniform Supply		9.65
	52362711	Public Works Uniform Supply		28.57
	52362711	Public Works Uniform Supply		14.38
	52362711	Public Works Uniform Supply		11.45
	52364959	Public Works Uniform Supply		27.43
	52364959	Public Works Uniform Supply		40.30
	52364960	Public Works Scraper Mats		6.23
	52364960	Public Works Scraper Mats		6.24
	52364961	Public Works Scraper Mats		3.87
	52364961	Public Works Scraper Mats		3.87
	52364961	Public Works Scraper Mats		3.87
	52364961	Public Works Scraper Mats		3.87
	52364961	Public Works Scraper Mats		3.87
	52364961	Public Works Scraper Mats		3.87
	52364962	Public Works Uniform Supply		14.38
	52364962	Public Works Uniform Supply		28.57
	52364962	Public Works Uniform Supply		9.65
	52364962	Public Works Uniform Supply		11.45
	52364962	Public Works Uniform Supply		9.65
	52367106	Public Works Uniform Supply		40.30
	52367106	Public Works Uniform Supply		27.43
	52367107	Public Works Scraper Mats		6.23
	52367107	Public Works Scraper Mats		6.24
	52367108	Public Works Scraper Mats		3.87
	52367108	Public Works Scraper Mats		3.87
	52367108	Public Works Scraper Mats		3.87
	52367108	Public Works Scraper Mats		3.87
	52367109	Public Works Uniform Supply		9.65
	52367109	Public Works Uniform Supply		11.45
	52367109	Public Works Uniform Supply		28.57
	52367109	Public Works Uniform Supply		9.65
	52367109	Public Works Uniform Supply		14.38
	52369372	Public Works Uniform Supply		27.43
	52369372	Public Works Uniform Supply		40.30
	52369373	Public Works Scraper Mats		6.23



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	52369373	Public Works Scraper Mats		6.24
	52369374	Public Works Scraper Mats		3.87
	52369374	Public Works Scraper Mats		3.87
	52369374	Public Works Scraper Mats		3.87
	52369374	Public Works Scraper Mats		3.87
	52369374	Public Works Scraper Mats		3.87
	52369375	Public Works Uniform Supply		9.65
	52369375	Public Works Uniform Supply		9.65
	52369375	Public Works Uniform Supply		14.38
	52369375	Public Works Uniform Supply		28.57
	52369375	Public Works Uniform Supply		11.45
Total for this ACH Check for Vendor POSU8132:				866.25
ACH	REP6115	Siemens Mobility, Inc.	07/01/2020	
	5610220488	Citywide Traffic Signal Maint. April 2020		2,163.63
	5620027251	Citywide Traffic Signal Call Outs April 2020		476.43
Total for this ACH Check for Vendor REP6115:				2,640.06
ACH	WES4152	West Coast Arborists, Inc.	07/01/2020	
	158700	Park Maint. Contract Services		630.00
	158700	Street Tree Maint. Contract Services		8,965.00
Total for this ACH Check for Vendor WES4152:				9,595.00
310933	AIRT5150	Air Tro	07/01/2020	
	397121	Unclog Leaking HVAC System		132.00
Total for Check Number 310933:				132.00
310934	ALH0179	Alhambra Car Wash	07/01/2020	
	May 2020	City of South Pasadena May 2020 Car Washes		110.00
Total for Check Number 310934:				110.00
310935	AMBB9289	American Business Bank	07/01/2020	
	22	Graves Reservoir Project Escrow Account for Pr		5,524.00
Total for Check Number 310935:				5,524.00
310936	AREA2927	AREAA Greater Los Angeles	07/01/2020	
	15658	Refund Rental Fee & Insurance for Community I		459.00
	15658	Refund Rental Fee & Insurance for Community I		134.47
Total for Check Number 310936:				593.47
310937	ARR8011	Arroyo Parkway Self Storage	07/01/2020	
	78404	Rental of Storage Unit A0932		262.00
Total for Check Number 310937:				262.00
310938	ASCAP	ASCAP	07/01/2020	
	500602714	Musical License Renewal Fee - Local Gov't Bas		374.25
Total for Check Number 310938:				374.25
310939	CIN4011	AT&T --Cingular Wireless	07/01/2020	
	287288006612X05	PW Cell Phones (May 2020) Acct # 2872880066		459.33
	287288006612X05	PW Cell Phones (May 2020) Acct # 2872880066		719.88
	287288006612X05	PW Cell Phones (May 2020) Acct # 2872880066		172.71
	287288006612X05	PW Cell Phones (May 2020) Acct # 2872880066		186.49

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 310939:	1,538.41
310940	BSHL6710 18455 18455 18455	dba Jan Point Base Hill, Inc. CityWide Janitorial Services (Day Porter) May 2 CityWide Janitorial Services (Day Porter) May 2 CityWide Janitorial Services (Day Porter) May 2	07/01/2020	910.00 10,294.04 1,240.00
			Total for Check Number 310940:	12,444.04
310941	CAL6695 1015-2100215110	CA American Water Co. Water Meter Service for Wilson Well # 2	07/01/2020	10.97
			Total for Check Number 310941:	10.97
310942	CAL5236 1781921 1783802	CA Linen Services Department Supplies - Linens Department Supplies - Linens	07/01/2020	93.56 99.97
			Total for Check Number 310942:	193.53
310943	CAT0700 5570	Catering Systems Inc. Senior Meal Program (05/26-05/29/2020)	07/01/2020	2,160.00
			Total for Check Number 310943:	2,160.00
310944	CBSE6010 67976534	Cell Business Equipment Community Services Copier	07/01/2020	266.00
			Total for Check Number 310944:	266.00
310945	CHE6010 661520 662596	Chem Pro Laboratory, Inc. Water Cooling Tower Treatment Water Cooling Tower Treatment	07/01/2020	164.00 164.00
			Total for Check Number 310945:	328.00
310946	CRMN6010 SC29593	Core & Main LP PW Supplies	07/01/2020	284.19
			Total for Check Number 310946:	284.19
310947	DSP0755 8762	D & S Printing Printing & Duplication (30x40' PVC Sign)	07/01/2020	88.20
			Total for Check Number 310947:	88.20
310948	DPSI7101 404975	Desktop Publishing Supplies Inc. Postcard Paper For Public Notices	07/01/2020	276.66
			Total for Check Number 310948:	276.66
310949	EXSF8020 00096074	Extreme Safety Department Supplies Safety Glass	07/01/2020	80.08
			Total for Check Number 310949:	80.08
310950	GALL5011 015143648 015159888 015159890 015159892 015164479	Galls, LLC Uniform & Accessories for PD Uniform & Accessories for PD Uniform & Accessories for PD Uniform & Accessories for PD Uniform & Accessories for PD	07/01/2020	25.35 28.65 109.12 389.23 67.55

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	015175137	Uniform & Accessories for PD		49.68
	015267949	Uniform & Accessories for PD		153.25
	015290998	Uniform & Accessories for PD		49.68
	015341236	Uniform & Accessories for PD		71.16
			Total for Check Number 310950:	943.67
310951	GALS5010	Galls, LLC	07/01/2020	
	013269711	Uniform Supplies PD		54.74
	015063535	Uniform Supplies PD		218.99
	015063634	Uniform Supplies PD		90.86
	OR15299165	Accumolder Elite & Nylon Radio Holder		2,266.16
			Total for Check Number 310951:	2,630.75
310952	GAR5011	Garvey Equipment Co	07/01/2020	
	128204	Equipment Maint. on Chainsaw Chains		303.55
			Total for Check Number 310952:	303.55
310953	GRA6601	Grainger	07/01/2020	
	9523523208	Water Hydration Pack		52.79
			Total for Check Number 310953:	52.79
310954	HATC8025	Halls Auto Tech Center	07/01/2020	
	10947	Comm Svcs. Tranist Division Tire Inspection Ur		95.00
	10960	Comm Svcs. Tranist Division Tire Replacement		183.29
			Total for Check Number 310954:	278.29
310955	JHA307	John L. Hunter Associates, Inc.	07/01/2020	
	SOPASNP3020	Professional Services for City's MS4 NPDES Stc		3,568.50
			Total for Check Number 310955:	3,568.50
310956	JCRS5011	Jones Coffee Roasters	07/01/2020	
	47933	Department Supply Fire Dept.		139.10
			Total for Check Number 310956:	139.10
310957	KOAC6010	KOA Corporation	07/01/2020	
	JC01028-1	Design Services for Integrated Central Advancec		3,565.00
			Total for Check Number 310957:	3,565.00
310958	LIFE822	Life-Assist Inc.	07/01/2020	
	982170	Medical Supplies Fire Dept.		199.59
	989260	Medical Supplies Police Dept.		178.61
	990194	Medical Supplies Police Dept.		77.06
			Total for Check Number 310958:	455.26
310959	OLNP8010	Outlook Newspaper	07/01/2020	
	69382	Notice Publication in Newspaper		165.00
	69407	Notice Publication in Newspaper		150.00
	69408	Fee for Publication of Found Property Notices In		60.00
	69432	Notice Publication in Newspaper		172.50
	A67339	Notice Publication in Newspaper		285.00
			Total for Check Number 310959:	832.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
310960	PHCP9255 22	Pacific Hydrotech Corp. Graves Reservoir Replacement Project # 22	07/01/2020	104,956.00
Total for Check Number 310960:				104,956.00
310961	PHS4011 MAY2020SoPas	Pasadena Humane Society Animal Control Services (May 2020)	07/01/2020	9,866.00
Total for Check Number 310961:				9,866.00
310962	PWP4465 80176-1	Pasadena Water & Power Water Purchase Resale Pressure Zone (March 11	07/01/2020	2,480.28
Total for Check Number 310962:				2,480.28
310963	RIPU8540 15667 15668	Roadline Products Inc. USA Purchase of Misc. Items for Street Department Purchase of Misc. Items for Street Department	07/01/2020	939.79 2,387.30
Total for Check Number 310963:				3,327.09
310964	RMSF8025 43625	Routematch IVR Calls and Tech Support for Transit Division	07/01/2020	1,680.00
Total for Check Number 310964:				1,680.00
310965	SDSI0107 227845 227846 227847 227848	SDS Security Design Systems PD Monthly Security Camera Maint. PD Monthly Security Camera Maint. PD Monthly Security Camera Maint. PD Monthly Security Camera Maint.	07/01/2020	65.18 217.46 113.00 30.00
Total for Check Number 310965:				425.64
310966	SER6856 23862	Service Pro Pest Mgmt Company Citywide Pest Control April 2020	07/01/2020	401.67
Total for Check Number 310966:				401.67
310967	STA5219 3445543812 3445543812 3445543812	Staples Business Advantage Public Works Office Supplies Public Works Office Supplies Public Works Office Supplies	07/01/2020	54.89 54.89 54.90
Total for Check Number 310967:				164.68
310968	TAEV9224 53616 53616	Total Access Elevator Inc. Regular Elevator Monthly Maint. May 2020 Regular Elevator Monthly Maint. May 2020	07/01/2020	606.75 385.00
Total for Check Number 310968:				991.75
310969	UCL6115 2548 2573	UC Regents Paramedic Education April 2020 Paramedic Education May 2020	07/01/2020	2,344.60 2,344.60
Total for Check Number 310969:				4,689.20
310970	UND6710 520200697 dsb20193067	Underground Service Alert Underground Service Alert Fees (May 2020) Underground Service Alert Regulatory Fee (May	07/01/2020	132.10 63.34

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 310970:	195.44
310971	WGZM6011	WG Zimmerman Engineering, Inc.	07/01/2020	
	20-03-166	PW & Capital Improvement Plan Project Suppor		16,139.80
	20-03-167	PW & Capital Improvement Plan Project Suppor		2,880.00
	20-04-201	PW & Capital Improvement Plan Project Suppor		7,980.00
	20-04-202	PW & Capital Improvement Plan Project Suppor		2,310.00
			Total for Check Number 310971:	29,309.80
310972	WIL2010	Willdan Engineering	07/01/2020	
	00415833	On-Call Construction Management		3,034.00
			Total for Check Number 310972:	3,034.00
310973	YTI1023	Y Tire Complete Auto	07/01/2020	
	14237	Tire Repair on Truck # 54		20.00
			Total for Check Number 310973:	20.00
			Total for 7/1/2020:	278,487.06
			Report Total (57 checks):	278,487.06

**ATTACHMENT 4**  
**Supplemental ACH**  
**Payments**



<b>ACH Payment Log</b>			
<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
6/8/2020	SoCalGas	\$21.80	Natural Gas Bill
6/9/2020	So CaL Edison	\$44,548.49	Citywide Electricity Bill
6/25/2020	Pitney Bowes	\$2,000.00	Reimburse Postage Meter Funds
6/25/2020	So CaL Edison	\$24,984.33	Citywide Electricity Bill

**Total:**

**\$71,554.62**

**ATTACHMENT 5**  
**Prepaid & General Warrant Voids**



# Accounts Payable

## Void Check Proof List

User: EAlvarez  
 Printed: 06/24/2020 - 10:05PM



Account Number	Amount	Invoice No	Inv Date	Description	Reference	Task Label	Type	PONumber	Close PO?	Line Item
Vendor: CRFG	Credence Financial Group									
Check No: 310358	Check Date: 04/15/2020									
	134.47	15658	03/17/2020	Refund Rental Fee & Insurance of Lib					No	0
101-0000-0000-2927-001										
	459.00	15658	03/17/2020	Refund Rental Fee & Insurance of Lib					No	0
101-0000-0000-4860-000										
Check Total:	593.47									
Vendor Total:	593.47									
Vendor: GovX	GOVX									
Check No: 310681	Check Date: 05/20/2020									
	582.94	1651758	03/02/2020	Emergency Supplies Food - COVID19				20437	No	1
101-5010-5012-8020-000										
Check Total:	582.94									
Vendor Total:	582.94									
Report Total:	1,176.41									

# Accounts Payable

## Void Check Distribution List

User: EAlvarez  
 Printed: 6/24/2020 - 10:06 PM



	DR Amount	CR Amount	Acct Number	Description	Vendor
Section 1:101General Fund					
	1,176.41	0.00	101-0000-0000-1000-000	Cash & Cash Equivalents	
	0.00	134.47	101-0000-0000-2927-001	Dep. Payable - Lib. Comm. Room	CRFG
	0.00	459.00	101-0000-0000-4860-000	Rental - Library Comm Room	CRFG
	0.00	582.94	101-5010-5012-8020-000	Special Departmental Expense	GovX
	<u>1,176.41</u>	<u>1,176.41</u>			
Total for Section 1:101	<u>1,176.41</u>	<u>1,176.41</u>			
	<u>1,176.41</u>	<u>1,176.41</u>			
Grand Total:	<u>1,176.41</u>	<u>1,176.41</u>			



# City Council Agenda Report

ITEM NO. 11

**DATE:** July 1, 2020

**FROM:** Stephanie DeWolfe, City Manager

**PREPARED BY:** Tamara Binns, Executive Assistant to the City Manager  
Christina Munoz, Management Assistant

**SUBJECT:** **Discretionary Fund Request from Councilmember Dr. Richard Schneider in the amount of \$4,000 for the Ray Bradbury Stained Glass Windows**

---

## **Recommendation**

It is recommended that the City Council approve the Discretionary Fund request by Councilmember Richard Schneider for the Ray Bradbury Fused Glass Window (Project) in the Ray Bradbury Conference Room in the South Pasadena Public Library

## **Discussion/Analysis**

On October 19, 2019 Council approved the Ray Bradbury Fused Glass Window project, titled "Live Forever" by Tim Carey, which includes the installation of three fused glass window panes that would be placed within the existing window sills in the Ray Bradbury Conference Room in the South Pasadena Public Library. The Public Art Commission also approved the project on June 18, 2019. The windows will feature a portrait of Mr. Bradbury and other iconic imagery related to his life and work.

The approved project will be completed gratis by Mr. Carey and will be fabricated by The Judson Studios. The total cost of fabrication and installation will be approximately \$24,000 which will be funded through private funding. The Library Board of Trustees has designated \$6,000 and will be taking the lead on identifying additional private donations. Any cost overruns will be covered by additional private donations or the Library Board of Trustees. Mayor Pro Tem Mahmud donated \$1,500 for this project on November 20, 2019. Councilmember's Schneider's \$4,000 discretionary fund contribution will help cover the overall costs.

## **Background**

In September 2004, the City Council approved creation of discretionary spending budgets which allow each Councilmember the opportunity to fund projects or purchases that might not otherwise be funded in the approved budget. Discretionary funds must be used for a public purpose benefiting the City of South Pasadena (City). The Fiscal Year (FY) 2019-20 Budget includes \$20,000 of Discretionary Funds, which amounts to \$4,000 per Councilmember. On August 17, 2011, the City Council approved Resolution No. 7174, which established guidelines for discretionary budget accounts. Resolution No. 7174 states that all funds not expended during

Discretionary Fund Request Ray Bradbury Stained Glass Windows

July 1, 2020

Page 2 of 2

the fiscal year shall be carried over to subsequent fiscal years, up to a maximum carryover amount of \$8,000 per Councilmember account. Said allocated funds need not be encumbered by a purchase order in order to be carried over to the following fiscal year. The following table displays the current Discretionary Fund balances and includes the request being considered in the staff report.

City Councilmembers Discretionary Funds Fiscal Year 2019/20							
	<u>Cacciotti</u>	<u>Joe</u>	<u>Khubesrian</u>	<u>Mahmud</u>	<u>Schneider</u>		
Prior Year Balance Carryover Maximum>	\$10,000	\$10,000	\$9,750	\$10,000	10,000		
Total with Current Year Allowance(Maximum Allowed \$10,000)	10,000	10,000	10,000	10,000	10,000		
Date Pledged	Description						
8/21/2019	LA Mayor's Conference		5,000				
9/18/2019	Senior Center Luncheon		300				
11/20/2019	TOR in memory of Paul Abbey		1,000				
11/20/2019	SoPas Beautiful Post Office Project		1,000				
11/20/2019	Library Ray Bradbury Room fused glass			1,500			
12/4/2019	SoPas Beautiful Post Office Project		1,000				
5/6/2020	Thank You SP First Responders Banner			\$130			
5/20/2020	Festival of Balloons 2020		2,000	1,000			
6/4/2020	Conceptual drawing for hook ramp				6,000		
7/1/2020	Library Ray Bradbury Room fused glass				4,000		
	YTD Appropriations		3,000	2,300	6,130	1,500	6,000
Available at 7/1/20		\$7,000	\$7,700	\$3,870	\$8,500	\$4,000	

**Legal Review**

The City Attorney has not reviewed this item.

**Fiscal Impact**

There are sufficient funds available in the FY 2019-20 City Council Discretionary Budget Account 101-1010-1011-8021

**Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.



# City Council Agenda Report

ITEM NO. 12

**DATE:** July 1, 2020

**FROM:** Stephanie DeWolfe, City Manager

**PREPARED BY:** Karen Aceves, Acting Finance Director  
Albert Trinh, Finance Manager

**SUBJECT:** **Adoption of the Resolutions Determining and Establishing an Appropriations Limit for Fiscal Year 2018-19 and 2019-20 in Accordance with Article XIII B of the California Constitution**

---

## **Recommendation Action**

It is recommended that the City Council:

1. Adopt the resolutions to revise the City of South Pasadena's (City) FY 2018-19 and FY 2019-20 Appropriations Limit.

## **Executive Summary**

Voters Passed Gann Limit in 1979 to Constrain Government Spending. In the wake of Proposition 13 (1978)—the landmark initiative that limited local property taxes—voters passed another measure that limited the spending side of government operations. Proposition 4 (1979) amended the State Constitution to impose spending limits—technically, appropriations limits—on the state and most local governments. The limits are sometimes referred to as “Gann limits” in reference to one of the measure’s coauthors, Paul Gann. The fundamental purpose of the limits was to keep inflation- and population-adjusted appropriations under the 1978-79 level. The measure required revenues in excess of the limit to be rebated to taxpayers.

## **Discussion/Analysis**

The City’s independent auditors determined that the Appropriations Limits for FY 2018-19 and FY 2019-20 need to be revised based on updated statistics from the State of California Department of Finance. It appears that the population estimates for those years have changed, thus the revisions for the calculation is necessary to accurately determine the Limits for those years and going forward.

The population estimates were revised as follow: Change in L.A. County Population were revised from 1.0055 to 0.9975 in FY 2018-19 and 1.0051 to 0.9989 in FY 2019-20. The new population estimates provided by the State of California Department of Finance reflects a decrease in population for the City of South Pasadena and the County of Los Angeles. The revision in population changed the Appropriation Limit from \$26,190,464 to \$25,976,918 for FY

2018-19 and \$27,337,511 to \$26,946,769 for FY 2019-20.

The appropriations subject to the limit are \$3,166,080 and \$4,023,298 below the legally mandated limit for FY 2018-19 and FY 2019-20, respectively. At this time, it is recommended the City Council adopt the revised resolutions setting the City's Appropriation Limit for FY 2018-19 and FY 2019-20. The City will continue to closely monitor revenues during this fiscal year to determine if the actual revenues will exceed the Limit for FY 2019-20. Should the revenues from the proceeds of taxes exceed the legal Limit, alternatives for recalculations and/or a return of excess proceeds will need to be considered at that time.

### **Background**

The "Gann Initiative" (established by 1979's Proposition 4) restricts the amount of tax-generated monies government entities can spend in a given fiscal year. Incorporated into Article XIII B of the State Constitution, the Gann Appropriations Limit specifies that appropriations funded by taxes may be increased annually by the higher of the change in California per capita income or nonresidential assessed valuation due to new construction and the change in South Pasadena population or Los Angeles County population.

### **Fiscal Impact**

While there is no negative fiscal impact to the City, if revenues exceed the appropriations limit, the impact will be brought forward to council.

### **Legal Review**

The City Attorney has reviewed this item.

### **Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

### **Attachment:**

1. Resolution Revising an Appropriations Limit for FY 2018-19
2. Gann Appropriations Limit Calculation (Exhibits A, B, C, D) for FY 2018-19
3. Resolution Revising an Appropriations Limit for FY 2019-20
4. Gann Appropriations Limit Calculation (Exhibits A, B, C, D) for FY 2019-20

# **ATTACHMENT 1**

Resolution Revising an Appropriations Limit for FY 2018-19

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
DETERMINING AND REVISING THE APPROPRIATIONS LIMIT  
FOR FISCAL YEAR 2018-19 IN ACCORDANCE WITH ARTICLE  
XIII B OF THE CALIFORNIA CONSTITUTION AND  
GOVERNMENT CODE SECTION 7910**

**WHEREAS**, Article XIII B was added to the Constitution of the State of California at the Special Statewide election held November 6, 1979 (commonly known as Proposition 4); and

**WHEREAS**, Government Code Section 7910 was added to Chapter 12.05 by Statute at the Regular Session of the California Legislature; and

**WHEREAS**, Proposition 111, which, among other things, provides new annual adjustment formulas for the Appropriations Limit, was approved by the voters in June, 1990; and

**WHEREAS**, The League of California Cities and the State of California Department of Finance have published population and per capita income growth indexes, as well as guidelines for the uniform application of Proposition 111; and

**WHEREAS**, Government Code Section 7910 requires the governing body of each local jurisdiction to adopt, by resolution, its Appropriation Limit; and

**WHEREAS**, said Appropriations Limit must be adhered to in preparing and adopting the City of South Pasadena's (City) annual Budget.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** In compliance with Article XIII B of the Constitution of the State of California, and Government Code Section 7910, the City hereby revises the City's Appropriation Limit for the Fiscal Year (FY) 2018-19 from \$26,190,464 to \$25,976,918.

**SECTION 2.** In the computation of such limits, the City selected population factors for Los Angeles County, rather than those for South Pasadena, for use in FY 2018-19.



**SECTION 3.** In regard to the cost-of-living factors used in the computation of the Appropriations Limit, the City used the change in California per capita income, rather than the change in assessed valuation due to new nonresidential construction.

**SECTION 4.** Said Appropriation Limit shall be adhered to in the City's FY 2018-19 Budget.

**SECTION 5.** The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

**PASSED, APPROVED AND ADOPTED ON** this 1<sup>st</sup> day of July, 2020.

\_\_\_\_\_  
**Robert Joe, Mayor**

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Evelyn Zneimer, City Clerk  
(seal)

\_\_\_\_\_  
Teresa L. Highsmith, City Attorney

**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 1<sup>st</sup> day of July, 2020, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Evelyn Zneimer, City Clerk  
(seal)

**ATTACHMENT 2**

Gann Appropriations Limit (Exhibit A, B, C, D) for FY 2018-19

**Exhibit A**  
**South Pasadena**  
**Appropriations (Gann) Limit Calculation**  
 Fiscal Year 2018-19

**I Appropriation Limit**

Prior Year, 2017-18 Adopted Limit		\$25,120,116
Adjustment Factors:		
Change in California Per Capita Income (Note 1)	1.0367	
Change in L.A. County Population (Note 2)	<u>0.9975</u>	<u>1.0341</u>
Current Year, 2018-19 Appropriation Limit		\$25,976,918

**II Appropriations Subject to Limit**

Projected 2018-19 Revenues, All City Funds		\$43,819,136
Less: Non-Proceeds of Taxes (See Exhibit B)		(20,640,286)
Less: Exclusions (See Exhibit C)		<u>(368,011)</u>
Total City Appropriations Subject to Limit		\$22,810,839

**III Amount Over/(Under) Limit (I - II)** (\$3,166,080)

**IV Total City Appropriations as a % of Limit** 87.81%

Note 1: Change in California per capita income, 3.67%,  
 (provided by the State of CA - Department of Finance).

Note 2: County of Los Angeles population decrease 0.25%, the City of South Pasadena's decreased by 0.65%  
 Total City population as of January 1, 2019 is 25,524  
 (provided by the State of CA - Department of Finance).

Exhibit B

**Non-Proceeds of Taxes**

Fiscal Year 2018-19

	<u>Proceeds of Taxes</u>	<u>Nonproceeds of Taxes</u>	<u>Total</u>
<b>101 General Fund</b>			
Property Tax	11,145,000		11,145,000
Library Special Tax	318,000		318,000
Sales Tax	2,625,000		2,625,000
PSAF Sales Tax (Exempted by Statute)		300,000	300,000
Business License Tax	425,000		425,000
Utility Users Tax	3,430,000		3,430,000
Property Tax - VLF/Swap	2,710,000		2,710,000
Franchise Fees		830,000	830,000
Real Property Transfer Tax	200,000		200,000
Licenses/Permits		616,400	616,400
Fines/Penalties		380,000	380,000
Rentals		536,136	536,136
State, Federal & Local Reimb/Grants		45,000	45,000
Fees & Charges		2,703,700	2,703,700
Workers' Comp. Reimbursement		25,000	25,000
Liability Reimbursement		20,000	20,000
Reimbursement - Sewer/Water		483,382	483,382
Recycling		67,000	67,000
Other Revenues		60,000	60,000
<b>Total General Fund</b>	<b>20,853,000</b>	<b>6,066,618</b>	<b>26,919,618</b>
<b>Other Funds</b>			
205 Local Transit (Prop A)	508,735	6,200	514,935
207 Local Transit (Prop C)	421,982	40,000	461,982
210 Sewer (Enterprise Fund)		1,505,000	1,505,000
215 Lighting and Landscape Maintenance		910,000	910,000
217 PEG Fees		13,000	13,000
218 Clean Air (AB2766)		32,000	32,000
220 Parking and Business Improve. Tax	130,000	30,000	160,000
226 Mission Meridian Parking Garage		2,000	2,000
228 Housing Authority		20,748	20,748
230 State Gas Tax (Applied to State's Limit)		661,605	661,605
232 County Park Bond		400,000	400,000
233 Measure R	316,493		316,493
236 Measure M	358,685		358,685
237 ROAD MAINT. & REHAB. ACCT.	431,624		431,624
245 Bike & Pedestrian (SB821)		17,630	17,630
255 Capital Growth		65,000	65,000
260 CDBG		143,995	143,995
272 State COPS Grants		115,000	115,000
275 Park Impact Fees		65,000	65,000
295 Arroyo Seco Golf Course (Enterprise)		1,164,101	1,164,101
500 Water (Enterprise Fund)		8,771,000	8,771,000
510 Water & Sewer Impact Fees		270,000	270,000
927 Redevelopment Obligations Trust Fund		195,570	195,570
<b>Total Other Funds</b>	<b>2,167,519</b>	<b>14,427,849</b>	<b>16,595,368</b>
<b>Subtotal All Funds</b>	<b>23,020,519</b>	<b>20,494,467</b>	<b>43,514,986</b>
<b>Interest Earnings</b>	<b>158,331</b>	<b>145,819</b>	<b>304,150</b>
<b>Total All Funds</b>	<b>23,178,850</b>	<b>20,640,286</b>	<b>43,819,136</b>

Exhibit C <b>Excluded Costs</b> Fiscal Year 2018-19
---

<b>Category</b>	<b>Amount</b>
<b>Federal Mandates</b>	
Social Security/Medicare	243,011
Non-Incidental Overtime - FLSA	125,000
	<hr/>
	<b>368,011</b>
<b>Qualified Debt Service</b>	
	<hr/>
	<b>0</b>
<b>Total Excluded Costs</b>	<b>368,011</b>

Exhibit D <b>Interest Earnings</b> Fiscal Year 2018-19
--

Category	Amount
Non-Interest Tax Proceeds	23,020,519
Exclusions	(368,011)
	22,652,508
<b>Total Non-Interest Budget</b>	<b>43,514,986</b>
Tax Proceeds as Percent of Budget	52.06%
Interest Earnings	304,150
<b>Amount of Interest Earned from Taxes</b>	<b>158,331</b>
<b>Amount of Interest Earned from Non-Taxes</b>	<b>145,819</b>

# **ATTACHMENT 3**

Resolution Revising an Appropriations Limit for FY 2019-20

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
DETERMINING AND REVISING THE APPROPRIATIONS LIMIT  
FOR FISCAL YEAR 2019-20 IN ACCORDANCE WITH ARTICLE  
XIII B OF THE CALIFORNIA CONSTITUTION AND  
GOVERNMENT CODE SECTION 7910**

**WHEREAS**, Article XIII B was added to the Constitution of the State of California at the Special Statewide election held November 6, 1979 (commonly known as Proposition 4); and

**WHEREAS**, Government Code Section 7910 was added to Chapter 12.05 by Statute at the Regular Session of the California Legislature; and

**WHEREAS**, Proposition 111, which, among other things, provides new annual adjustment formulas for the Appropriations Limit, was approved by the voters in June, 1990; and

**WHEREAS**, The League of California Cities and the State of California Department of Finance have published population and per capita income growth indexes, as well as guidelines for the uniform application of Proposition 111; and

**WHEREAS**, Government Code Section 7910 requires the governing body of each local jurisdiction to adopt, by resolution, its Appropriation Limit; and

**WHEREAS**, said Appropriations Limit must be adhered to in preparing and adopting the City of South Pasadena's (City) annual Budget.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** In compliance with Article XIII B of the Constitution of the State of California, and Government Code Section 7910, the City hereby revise the City's Appropriation Limit for the Fiscal Year (FY) 2019-20 from \$27,337,511 to \$26,946,769.

**SECTION 2.** In the computation of such limits, the City selected population factors for Los Angeles County, rather than those for South Pasadena, for use in FY 2019-20.



**SECTION 3.** In regard to the cost-of-living factors used in the computation of the Appropriations Limit, the City used the change in California per capita income, rather than the change in assessed valuation due to new nonresidential construction.

**SECTION 4.** Said Appropriation Limit shall be adhered to the estimates for FY 2019-20 in the City's FY 2020-21 Budget.

**SECTION 5.** The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

**PASSED, APPROVED AND ADOPTED ON** this 1<sup>st</sup> day of July, 2020.

\_\_\_\_\_  
Robert Joe, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Evelyn Zneimer, City Clerk  
(seal)

\_\_\_\_\_  
Teresa L. Highsmith, City Attorney

**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 1<sup>st</sup> day of July, 2020, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Evelyn Zneimer, City Clerk  
(seal)

**ATTACHMENT 4**

Gann Appropriations Limit (Exhibit A, B, C, D) for FY 2019-20

<b>Exhibit A</b> <b>South Pasadena</b> <b>Appropriations (Gann) Limit Calculation</b> Fiscal Year 2019-20
--

**I Appropriation Limit**

Prior Year, 2018-19 Adopted Limit		\$25,976,918
Adjustment Factors:		
Change in California Per Capita Income (Note 1)	1.0385	
Change in L.A. County Population (Note 2)	<u>0.9989</u>	<u>1.0373</u>
Current Year, 2019-20 Appropriation Limit		\$26,946,769

**II Appropriations Subject to Limit**

Estimated 2019-20 Revenues, All City Funds		\$45,507,836
Less: Non-Proceeds of Taxes (See Exhibit B)		(22,623,365)
Less: Exclusions (See Exhibit C)		<u>(301,816)</u>
Total City Appropriations Subject to Limit		\$22,582,655

**III Amount Over/(Under) Limit (I - II)** (\$4,364,114)

**IV Total City Appropriations as a % of Limit** 83.80%

Note 1: Change in California per capita income, 3.85%, exceeds the change in (Provided by the State of CA - Department of Finance)

Note 2: County of Los Angeles population decreased by 0.11%, which exceeds South Pasadena population decrease by 0.15%. Total City population as of January 1, 2019 is 25,881. (Provided by the State of CA - Department of Finance)

Exhibit B  
**Non-Proceeds of Taxes**  
Fiscal Year 2019-20

	<b>Proceeds of Taxes</b>	<b>Nonproceeds of Taxes</b>	<b>Total</b>
<b>101 General Fund</b>			
Property Tax	12,225,467	-	12,225,467
Library Special Tax	337,490	-	337,490
Sales Tax	1,830,802	-	1,830,802
PSAF Sales Tax (Exempted by Statute)	-	160,128	160,128
Business License Tax	300,000	-	300,000
Utility Users Tax	3,308,327	-	3,308,327
Property Tax - VLF/Swap	3,145,590	-	3,145,590
Franchise Fees	-	915,556	915,556
Real Property Transfer Tax	148,958	-	148,958
Licenses/Permits	-	478,043	478,043
Fines/Penalties	-	263,976	263,976
Rentals	-	593,475	593,475
State, Federal & Local Reimb/Grants	-	36,211	36,211
Fees & Charges	-	2,885,126	2,885,126
Workers' Comp. Reimbursement	-	31,633	31,633
Liability Reimbursement	-	20,000	20,000
Reimbursement - Sewer/Water	-	483,384	483,384
Recycling	-	11,443	11,443
Other Revenues	-	42,552	42,552
<b>Total General Fund</b>	<b>21,296,634</b>	<b>5,921,528</b>	<b>27,111,829</b>
<b>Other Funds</b>			
104 Street Improvements Program Fund	-	-	-
105 Facilities & Equipment Repair	-	1,186	1,186
205 Local Transit (Prop A)	540,408	21,820	562,228
207 Local Transit (Prop C)	448,254	48,538	496,792
208 TEA/Metro Fund	-	8,294	8,294
210 Sewer (Enterprise Fund)	-	1,775,550	1,775,550
211 CTC Traffic Improvement	-	-	-
215 Lighting and Landscape Maintenance	-	892,251	892,251
217 PEG Fees	-	20,429	20,429
218 Clean Air (AB2766)	-	35,202	35,202
220 Parking and Business Improve. Tax	46,718	27,237	73,955
223 Gold Line Mitigation	-	798	798
226 Mission Meridian Parking Garage	-	-	-
228 Housing Authority	-	22,705	22,705
230 State Gas Tax (Applied to State's Limit)	11,394	542,619	554,013
232 County Park Bond	-	35,679	35,679
233 Measure R	336,191	12,266	348,457
236 Measure M	381,016	7,993	389,009
237 Road Maint. & Rehab (Applied to State's Limit)	-	508,136	508,136
238 MSRC Grant Fund	-	-	-
245 Bike & Pedestrian (SB821)	-	-	-
248 BTA Grants	-	-	-
249 Golden Streets Grant	-	-	-
255 Capital Growth	-	54,549	54,549
260 CDBG	-	45,529	45,529
270 Asset Forfeiture	-	64	64
272 State COPS Grants	-	158,631	158,631
274 Homeland Security Grant	-	-	-
275 Park Impact Fees	-	169,738	169,738
277 HSIP Grant	-	12,898	12,898
295 Arroyo Seco Golf Course (Enterprise)	-	1,288,026	1,288,026
310 Sewer Capital Projects (Enterprise)	-	632,762	632,762
327 2000 Tax Allocation Bonds	-	36	36
500 Water (Enterprise Fund)	-	9,550,434	9,550,434
503 Water Efficiency Fund	-	207,155	207,155
510 Water & Sewer Impact Fees	-	246,727	246,727
927 Redevelopment Obligations Trust Fund	-	197,900	197,900
<b>Total Other Funds</b>	<b>1,763,981</b>	<b>16,525,152</b>	<b>18,039,748</b>
<b>Subtotal All Funds</b>	<b>23,060,614</b>	<b>22,446,680</b>	<b>45,151,577</b>
<b>Interest Earnings</b>	<b>179,573</b>	<b>176,685</b>	<b>356,259</b>
<b>Total All Funds</b>	<b>23,240,188</b>	<b>22,623,365</b>	<b>45,507,836</b>

Exhibit C <b>Excluded Costs</b> Fiscal Year 2019-20
---

<b>Category</b>	<b>Amount</b>
<b>Federal Mandates</b>	
Social Security/Medicare	271,071
Non-Incidental Overtime - FLSA	30,745
	<hr/>
	<b>301,816</b>
<b>Qualified Debt Service</b>	
	<hr/>
	-
<b>Total Excluded Costs</b>	<b>301,816</b>

Exhibit D <b>Interest Earnings</b> Fiscal Year 2019-20
--

<b>Category</b>	<b>Amount</b>
Non-Interest Tax Proceeds	23,060,614
Exclusions	(301,816)
	<hr/>
	22,758,798
<b>Total Non-Interest Budget</b>	<b>45,151,577</b>
Tax Proceeds as Percent of Budget	50.41%
Interest Earnings	356,259
<b>Amount of Interest Earned from Taxes</b>	<b>179,573</b>
<b>Amount of Interest Earned from Non-Taxes</b>	<b>176,685</b>



# City Council Agenda Report

ITEM NO. 13

**DATE:** July 1, 2020

**FROM:** Stephanie DeWolfe, City Manager

**PREPARED BY:** Maria E. Ayala, Chief City Clerk

**SUBJECT:** **Approval of Resolutions and Related Matters for the General Municipal Election on November 3, 2020, Consolidating with the County of Los Angeles to Elect Three Councilmembers**

---

## **Recommendation Action**

It is recommended that the City Council adopt the following resolutions related to the November 3, 2020, General Municipal Election:

1. Resolution calling and giving notice of the holding of a General Municipal Election, Tuesday, November 3, 2020 for the election of certain officers;
2. Resolution requesting consolidation with the Board of Supervisors of the County of Los Angeles; and
3. Resolution adopting regulations for candidates' statements submitted to the voters at an election to be held on Tuesday, November 3, 2020.

## **Discussion/Analysis**

Pursuant to state law, the City is required to hold a General Municipal Election in November of even-numbered years. As with previous elections, this election will be consolidated with the state-wide election with the Los Angeles County Registrar of Voters. In October 2017, the City transitioned from an at-large to a district-based election system. As a result of this change, the following seats will be up for election in November 2020: District 1 (Mayor Joe), District 2 (Councilmember Khubesrian), and District 3 (Councilmember Schneider).

## **Community Outreach**

Election notices will be published in the *South Pasadena Review* along with the required languages of Korean, Spanish, and Chinese in *The Korea Times*, *La Opinion*, and *World Journal*.

## **Next Steps**

1. Once the resolutions have been adopted, staff will forward fully executed copies to the Los Angeles County Registrar of Voters.
2. Staff will publish appropriate Election Notices as required by law.

**Background**

The 2020 General Municipal Election will be held on November 3, 2020. Standard resolutions for calling and conducting of an election consolidated with the County are attached.

The nomination period for elective offices will commence on Monday, July 13, 2020 until Thursday, August 6, 2020 (California EC§10220). Should an incumbent not file or qualify by August 6<sup>th</sup>, the deadline will extend to Wednesday, August 12, 2020 (California EC§10225). Prospective candidates are requested to make an appointment with the City Clerk’s Office when pulling or filing papers. This will ensure that staff is available for issuing or filing of papers.

**Legal Review**

The City Attorney has reviewed this item and has contributed to the drafting of the resolution language.

**Fiscal Impact**

The cost for the Registrar of Voters to conduct the election for the City of South Pasadena has yet to be determined. The County still has not provided elections cost estimates for the November 3, 2020 election as there are a number of undetermined factors. Estimated funds for the cost of the election are included in the proposed Fiscal Year 2020-21 budget under account number 101-1020-1022-8170.

**Environmental Analysis**

This item is exempt from any California Environmental Quality Act (CEQA) analysis.

**Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City’s website **and/or** notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

**Attachments:**

1. Resolution – Calling and Giving Notice of Election
2. Resolution – Requesting Consolidation with the County
3. Resolution – Regulations for Candidate Statements



**ATTACHMENT 1**  
**Resolution Calling for 11/3/2020 General Municipal  
Election**

**RESOLUTION NO. \_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL  
ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2020,  
FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED  
BY THE PROVISIONS OF THE LAWS OF THE STATE OF  
CALIFORNIA RELATING TO GENERAL LAW CITIES**

**WHEREAS**, under the provisions of the laws relating to General Law Cities in the State of California, a City of South Pasadena (City) General Municipal Election shall be held on November 3, 2020, for the election of Municipal Officers; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** That pursuant to the requirements of the laws of the State of California relating to General Law Cities, there is called and ordered to be held in the City of South Pasadena, California, on Tuesday, November 3, 2020, a General Municipal Election for the purpose of electing

Councilmember, 1<sup>st</sup> District, Full Term of Four Years  
Councilmember, 2<sup>nd</sup> District, Full Term of Four Years  
Councilmember, 3<sup>rd</sup> District, Full Term of Four Years

**SECTION 5.** That the ballots to be used at the election shall be in form and content as required by law.

**SECTION 6.** The Chief City Clerk is authorized, instructed and directed to coordinate with the County of Los Angeles Registrar-Recorder/County Clerk to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

**SECTION 7.** The vote centers for the election shall be open as required during the identified voting period pursuant to California Elections Code sections 4007 and 14401.

**SECTION 8.** That in all particulars not recited in this resolution, the General Municipal Election shall be held and conducted as provided by law for holding municipal elections.

**SECTION 9.** That notice of the time and place of holding the election is given and the Chief City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

**SECTION 10.** That in the event of a tie vote (if any two or more persons receive an equal and the highest number of votes for an office) as certified by the County of Los Angeles Registrar-Recorder/County Clerk, the City Council, in accordance with Elections Code Section 15651(a), shall set a date and time and place and summon the candidates who have received the tie votes to appear and will determine the tie by lot.

**SECTION 11.** That the City Council authorizes the Chief City Clerk to administer said election, as conducted by the County of Los Angeles Registrar-Recorder/County Clerk, and all reasonable and actual election expenses shall be paid by the City upon presentation of a properly submitted bill.

**SECTION 12.** That the City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

**PASSED, APPROVED AND ADOPTED ON** this 1<sup>st</sup> day of July, 2020.

\_\_\_\_\_  
Robert S. Joe, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)

\_\_\_\_\_  
Teresa L. Highsmith, City Attorney

**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 1<sup>st</sup> day of July, 2020, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

---

Evelyn G. Zneimer, City Clerk  
(seal)

**ATTACHMENT 2**  
**Resolution for Consolidating the 11/3/2020 General  
Municipal Election with L.A. County**

**RESOLUTION NO. \_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 3, 2020, WITH THE STATEWIDE GENERAL ELECTION TO BE HELD IN THE COUNTY OF LOS ANGELES THE SAME DAY; TO AUTHORIZE THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CANVASS THE RETURNS OF SAID GENERAL MUNICIPAL ELECTION; AND TO REQUEST THAT THE REGISTRAR-RECORDER/COUNTY CLERK OF SAID COUNTY BE PERMITTED TO RENDER FULL SERVICES TO THE CITY OF SOUTH PASADENA RELATING TO THE CONDUCT OF SAID GENERAL MUNICIPAL ELECTION PURSUANT TO CALIFORNIA ELECTIONS CODE SECTION 10403**

**WHEREAS**, a General Municipal Election has been called by the City of South Pasadena to be held in the City of South Pasadena on November 3, 2020; and,

**WHEREAS**, a Statewide General Election to be held in the County of Los Angeles has been or will be called to be held on November 3, 2020; and,

**WHEREAS**, it is desired, pursuant to the authority found in California Elections Code section 10403, to consolidate said General Municipal Election with said Statewide General Election to be held in the County of Los Angeles;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of South Pasadena as follows:

**SECTION ONE:** The Board of Supervisors of the County of Los Angeles is hereby respectfully requested to order the consolidation of said General Municipal Election to be held on November 3, 2020, with the Statewide General Election to be held in the County of Los Angeles on November 3, 2020.

**SECTION TWO:** The Board of Supervisors of the County of Los Angeles is hereby further respectfully requested to place upon the same ballot as that provided for said Statewide General Election to be held in the County of Los Angeles on November 3, 2020, the names of the candidates for the offices of

Councilmember, 1<sup>st</sup> District, Full Term (Four (4) Years)  
Councilmember, 2<sup>nd</sup> District, Full Term (Four (4) Years)  
Councilmember, 3<sup>rd</sup> District, Full Term (Four (4) Years)

to be submitted to the electors of the City of South Pasadena at said General Municipal Election.

**SECTION THREE:** The City of South Pasadena acknowledges that the consolidated election will be held and conducted in the manner prescribed in Section 10418 of the California Elections Code.

**SECTION FOUR:** The Board of Supervisors of the County of Los Angeles is hereby authorized and respectfully requested to canvass the returns of said General Municipal Election.

**SECTION FIVE:** The Board of Supervisors of the County of Los Angeles is hereby authorized and respectfully requested to authorize and permit the Registrar-Recorder/County Clerk of the County of Los Angeles to:

- a) Print and supply ballots for said City of South Pasadena General Municipal Election;
- b) Mail the City’s sample ballots and candidate statements of qualifications to the electors of the City of South Pasadena as part of the same material that will be mailed to the voters of the Statewide General Election to be held in the County of Los Angeles;
- c) Perform such other services as may be required for the consolidation and conduct of said City of South Pasadena General Municipal Election with said Statewide General Election to be held in the County of Los Angeles.

**SECTION SIX:** The vote centers for the election shall be open as required during the identified voting period pursuant to California Elections Code sections 4007 and 14401.

**SECTION SEVEN:** The City shall reimburse the County of Los Angeles in full for the services performed on behalf of the City upon the presentation of a bill by the County.

**SECTION EIGHT:** The City Clerk is hereby directed to deliver a certified copy of this resolution to the Board of Supervisors of the County of Los Angeles and to transmit an electronic copy to the Board of Supervisors and the Registrar-Recorder/County Clerk of the County of Los Angeles.

**PASSED, APPROVED AND ADOPTED** on this 1<sup>st</sup> day of July, 2020.

\_\_\_\_\_  
Robert S. Joe, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk

\_\_\_\_\_  
Teresa L. Highsmith, City Attorney

**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 1<sup>st</sup> day of July, 2020, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

---

Evelyn G. Zneimer, City Clerk  
(seal)



**ATTACHMENT 3**  
Resolution Regarding Candidate Statements

**RESOLUTION NO. \_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
ADOPTING REGULATIONS FOR CANDIDATES FOR  
ELECTIVE OFFICE PERTAINING TO CANDIDATES'  
STATEMENTS SUBMITTED TO THE VOTERS AT A  
GENERAL MUNICIPAL ELECTION TO BE HELD  
ON TUESDAY, NOVEMBER 3, 2020**

**WHEREAS**, Section 13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidate's statement.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1. GENERAL PROVISIONS**

That pursuant to Section 13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at an Election to be held in the City of South Pasadena on November 3, 2020, may prepare a candidate's statement on an appropriate form provided by the Chief City Clerk. The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in typewritten form in the Office of the City Clerk at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

**SECTION 2. FOREIGN LANGUAGE POLICY**

- A. Pursuant to the Federal Voting Rights Act, candidates' statements will be translated into all languages required by the County of Los Angeles (County). The County is required to translate candidates' statements into the following languages: Armenian, Chinese, Cambodian/Khmer, Farsi, Korean, Spanish, Tagalog/Filipino, and Vietnamese. The County will also translate candidates' statements into three supported languages: Hindi, Japanese, Thai, and Russian.
- B. The County will print and mail sample ballots in English to all registered voters. If the candidate submits a candidate's statement for the sample ballot, the County can include

- a Spanish translation of the statement—if the candidate requests this and agrees to pay for the printing. Otherwise, Spanish-language sample ballots, which include all candidates' statements, will be sent to those on the County voter file as having requested a sample ballot in Spanish (required for the City of South Pasadena). The County will also make such sample ballots available through its website and its multilingual hotline.
- C. The County will mail separate sample ballots, which include candidates' statements, in Chinese and Korean to those voters who are on the County voter file as having requested a sample ballot in Chinese or Korean (required for the City of South Pasadena). The County will also make such sample ballots available through its website and its multilingual hotline.
- D. The County will make the sample ballot available in the remainder of the languages required by law, i.e., Japanese, Tagalog, Vietnamese, Thai, Hindi, and Khmer, which are not required in South Pasadena, through its website.
- E. The County will make the sample ballots, which include all candidates' statements, available at all polling places in Spanish, Chinese, and Korean. Language assistance in nine required languages is available at the polling places from the County of Los Angeles through the multilingual hotline.

### **SECTION 3. PAYMENT**

#### **A. Translations:**

1. The candidate shall not be required to pay for the cost of translating the candidate's statement into any required foreign language as specified in Section 2 above pursuant to Federal and/or State law.

#### **B. Printing:**

1. The candidate shall be required to pay for the cost of printing the candidate's statement in English in the main voter pamphlet.
2. The candidate shall be required to pay for the cost of printing the candidate's statement in Spanish in the main voter pamphlet.
3. The candidate shall not be required to pay for the cost of printing the candidate's statement in a required language in the translated sample ballot (not in the main voter pamphlet mailed to all voters).

The Chief City Clerk shall obtain an estimate from the County of the total cost of printing, handling, translating, and mailing the candidates' statements filed pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended), and require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event the estimated payment is required, the

estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the Chief City Clerk is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the Chief City Clerk may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the Chief City Clerk shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.

**SECTION 4. MISCELLANEOUS.**

- A. Candidates' statements will be translated by translators qualified by the County.
- B. The County will determine various formatting styles permitted in the candidates' statements, e.g., bold type, capitalization, bullets.
- C. The Chief City Clerk shall comply with all recommendations and standards set forth by the California Secretary of State regarding occupational designations and other matters relating to elections as determined by the County.

**SECTION 5. ADDITIONAL MATERIAL**

No candidate will be permitted to include additional materials in the sample ballot package.

**SECTION 6.** That the Chief City Clerk shall provide each candidate or the candidate's representative a copy of this resolution at the time nominating petitions are issued.

**SECTION 7.** That all previous resolutions establishing City Council policy on payment for candidates' statements shall then be repealed.

**SECTION 8.** That this resolution shall apply only to the General Municipal Election to be held on November 3, 2020, and shall then be repealed.

**SECTION 9.** The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

**SECTION 10.** The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

**PASSED, APPROVED AND ADOPTED ON** this 1<sup>st</sup> day of July, 2020.

---

Robert S. Joe, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

---

Evelyn G. Zneimer, City Clerk  
(seal)

---

Teresa L. Highsmith, City Attorney

**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 1<sup>st</sup> day of July, 2020, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

---

Evelyn G. Zneimer, City Clerk  
(seal)



# City Council Agenda Report

ITEM NO. 14

**DATE:** July 1, 2020

**FROM:** Stephanie DeWolfe, City Manager

**PREPARED BY:** Shahid Abbas, Public Works Director  
Kristine Courdy, Deputy Public Works Director

**SUBJECT:** **Acceptance of Project Completion and Authorization to File a Notice of Completion for the Bike Lockers, Shelters and Hitches at Various Locations Project and Authorization to Release Retention Payment to E C Construction Company in the Amount of \$10,239**

---

## Recommendation Action

It is recommended that the City Council:

1. Accept the Bike Lockers, Shelters and Hitches at Various Locations Project (Project) as complete;
2. Authorize the recordation of the Notice of Completion (NOC) with the Los Angeles County Registrar-Recorder County Clerk; and
3. Authorize release of retention payment to E C Construction Company (Contractor), in the amount of \$10,239.

## Discussion/Analysis

The original contract was in the amount of \$204,780. The construction was completed within the budget and in a timely manner. The Project was managed and inspected by the City of South Pasadena engineering staff and Willdan Engineering. The City Council authorized a construction contingency of \$20,478, however no Project contingency was required.

## Background

On November 11, 2019, the City Council authorized the award of a contract in the amount of \$204,780 to E C Construction Company for the Project. The Project included the installation of bicycle parking along the business districts, parks, and various hot spots in the City. Shelters and hitches were installed to provide 196 bicycle parking spaces. The locations were selected based on the input received from the Chamber of Commerce and Active SGV, followed by the staff's assessment. The Project promotes environmentally sustainable transportation and allows for secure and convenient storage of bicycles.

## Legal Review

The City Attorney has reviewed this item.

**Fiscal Impact**

The Project was funded utilizing a BTA grant (Account No. 248-9000-9387-9387) and transportation development act (TDA) funds (Account No. 245-9000-9000-9000) were utilized as the local match required by the BTA grant.

**Environmental Analysis**

This Project is exempt from any California Environmental Quality Act (CEQA) analysis based on State CEQA Guidelines Section requirements under Section 21084 of the Public Resources Code, in accordance with Article 19, Section 15301, Class (1) “existing facilities.”

**Public Notification of Agenda Item**

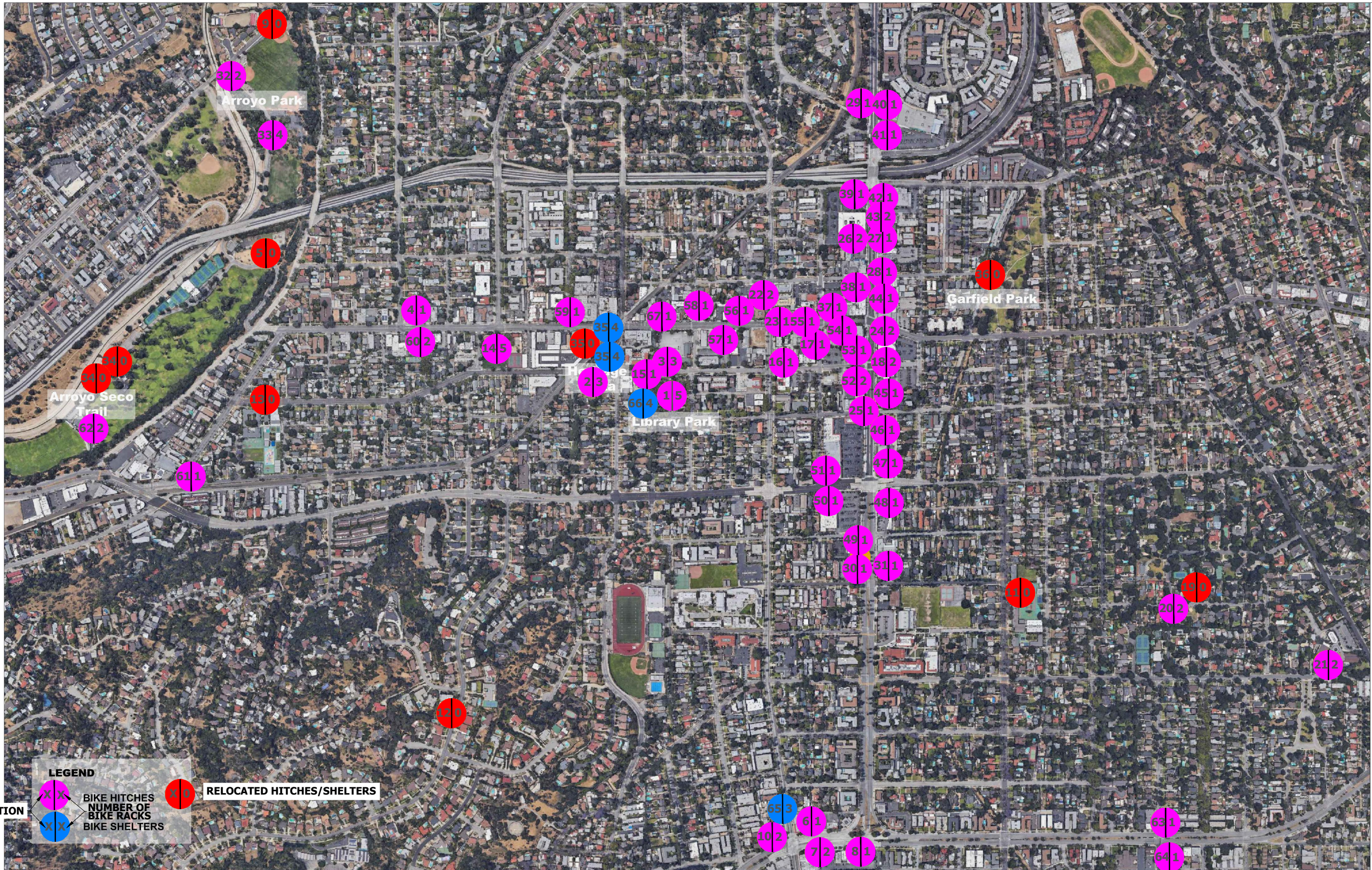
The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City’s website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachments:

1. Map of Locations
2. Notice of Completion

**ATTACHMENT 1**  
Map of the Locations





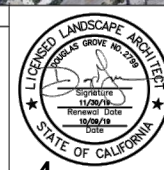
**LEGEND**

BIKE HITCHES  
 BIKE SHELTERS  
 RELOCATED HITCHES/SHELTERS

Underground Service Alert  
 Call: TOLL FREE  
 1-800-422-4133  
 TWO WORKING DAYS BEFORE YOU DIG

REVISIONS			
NO.	DESCRIPTION	APP.	DATE

BASIS OF BEARING	BENCH MARK

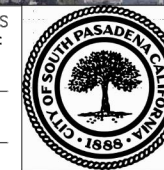


**RLA**  
 LANDSCAPE ARCHITECTS  
 PLANNERS, INC.  
 6800 INDIANA AVENUE,  
 SUITE #245  
 RIVERSIDE, CA 92506  
 LIC. #2799  
 PH. (951) 781-1930  
 FAX (951) 686-8091

REVIEWED IN ACCORDANCE WITH CITY'S  
 POLICY CONDITIONS OF APPROVAL BY:

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

RLA NO. \_\_\_\_\_ EXP. DATE \_\_\_\_\_



**CITY OF SOUTH PASADENA**  
 SOUTH PASADENA BIKE LOCKERS,  
 SHELTERS, AND HITCHES  
 OVERALL SITE MAP

FEBRUARY 12, 2019

PROJECT NO. 2019-04  
 SHEET NO. 2 OF 18



**ATTACHMENT 2**  
Notice of Completion

RECORDING REQUESTED BY:

City of South Pasadena

AND WHEN RECORDED MAILTO:

City of South Pasadena - PW

1414 Mission Street

South Pasadena, CA 91030

SPACE ABOVE THIS LINE IS FOR RECORDER'S USE

A.P.N.:

Order No.:

Escrow No.:

### NOTICE OF COMPLETION

**NOTICE IS HEREBY GIVEN THAT:**

- 1. The undersigned is OWNER or agent of the OWNER of the interest or estate stated below in the property hereinafter described.
- 2. The FULL NAME of the OWNER is City of South Pasadena.
- 3. The FULL ADDRESS of the OWNER is 1414 Mission Street, South Pasadena, CA 91030.
- 4. The NATURE OF THE INTEREST or ESTATE of the undersigned is: \_\_\_\_\_ in fee.

- 5. The FULL NAMES and FULL ADDRESSES of ALL PERSONS, if any, WHO HOLD SUCH INTEREST or ESTATE with the undersigned as JOINT TENANTS or as TENANTS IN COMMON are:
 

NAMES	ADDRESSES
_____	_____
_____	_____
_____	_____

- 6. The full names and full addresses of the predecessors in interest of the undersigned if the property was transferred subsequent to the commencement of the work of improvement herein referred to:
 

NAMES	ADDRESSES
_____	_____
_____	_____
_____	_____

7. A work of improvement on the property hereinafter described was COMPLETED April 24, 2020.

8. The work of improvement completed is described as follows:

**The Project included the installation of bicycle parking along the business districts, parks, and various hot spots in the City. Shelters and hitches were installed to provide 196 bicycle parking spaces.**

9. The NAME OF THE ORIGINAL CONTRACTOR, if any, for such work of improvement is: E C Construction Company.

10. The street address of said property is various locations within the City of South Pasadena.

11. The property on which said work of improvement was completed is in the City of South Pasadena, County of Los Angeles, State of California, and is described as follows:

Date: July 1, 2020

\_\_\_\_\_  
(Signature of Owner or agent of owner)  
**Kristine Courdy, City of South Pasadena**

Verification for INDIVIDUAL owner \_\_\_\_\_:  
I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the owner of the aforesaid interest or estate in the property described in the above notice; that I have read said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

\_\_\_\_\_  
Date and Place (Signature of owner named in paragraph 2)

Verification for NON-INDIVIDUAL owner: I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the agent ("PRESIDENT, PARTNER, MANAGER, AGENT, ETC.") of the aforesaid interest or estate in the property described in the above notice; that I have read the said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

July 1, 2020 South Pasadena  
Date and Place (Signature of person signing on behalf of owner)  
**Kristine Courdy, City of South Pasadena**



# City Council Agenda Report

ITEM NO. 15

**DATE:** July 1, 2020

**FROM:** Stephanie DeWolfe, City Manager

**PREPARED BY:** Shahid Abbas, Public Works Director  
Kristine Courdy, Deputy Public Works Director

**SUBJECT:** **Adoption of a Resolution Identifying the Proposed Projects in Fiscal Year 2020-21 to be funded by Senate Bill 1: Road Maintenance and Rehabilitation Account Program**

---

## **Recommendation**

It is recommended that the City Council:

1. Adopt a resolution to the California Transportation Commission (CTC) identifying the proposed projects to be funded by Senate Bill 1 (SB1): Road Maintenance and Rehabilitation Account (RMRA) Program; and
2. Authorize the City Manager or designee to sign the application and all related program documents.

## **Commission Review and Recommendation**

This matter was reviewed by the Mobility and Transportation Infrastructure Commission at their June 16, 2020 meeting and the Commission recommended that the City Council approve utilizing the City Council approved 2019-20 FY street improvement project list in the SB1 Resolution.

## **Community Outreach**

This matter was reviewed by the Mobility and Transportation Infrastructure Commission at their June 16, 2020 meeting where public comment was solicited.

## **Discussion/Analysis**

SB1 (Beall, Chapter 5, Statutes of 2017) provides the first significant, stable, and ongoing increase in state transportation funding in more than two decades. SB1 provides additional funding for transportation infrastructure by creating a new transportation funding program RMRA for the CTC to oversee.

Prior to receiving an apportionment of SB1 funds from the State Controller (Controller) in a Fiscal Year (FY), a city must submit to the CTC a resolution identifying the proposed projects to be funded with these funds. All projects proposed to receive funding must be included in a city budget that is adopted by the applicable city council at a regular public meeting. The proposed

resolution must include a project list with a description and the location of each proposed project, a proposed schedule for the project’s completion, and the estimated useful life of the improvement. The Controller, upon receipt of the report from the CTC, shall apportion RMRA funds to eligible cities. Below is a list of the 2019-20 FY Street Improvement Projects that has been approved by the City Council and are now included in the SB1 funding resolution:

Street Segment	Project Limits		PCI	Est. Life	FY	Est. Cost
	From	To				
Pine Street	Meridian Ave	Huntington Dr	36	15/17 Yrs.	2020-21	\$740,000
Maple St	Fremont Ave	Primrose Ave	41	15/17 Yrs.	2020-21	\$91,000
Maple St	Meridian Ave	Huntington Dr	36	15/17 Yrs.	2020-21	\$64,000
Mill Rd	Garfield Ave	End of street	40	15/17 Yrs.	2020-21	\$38,000
Oneonta Knoll St	Fremont Ave	Primrose Ave	34	15/17 Yrs.	2020-21	\$89,000
Milan Ave	Edgewood Dr	Oak St	47	15/17 Yrs.	2020-21	\$150,000
Edgewood Dr	Milan Ave	Wayne Ave	40	15/17 Yrs.	2020-21	\$200,000
Mission Street	Pasadena Ave	Arroyo Dr	37	15/17 Yrs.	2020-21	\$80,000
Glendon Way	Monterey Rd	Lyndon Street	45	15/17 Yrs.	2020-21	\$35,000
Arroyo Verde Rd	Monterey Rd	Arroyo Verde Rd	55	15/17 Yrs.	2020-21	\$70,000

**Next Steps**

1. The adopted resolution will be submitted to the CTC which is due by July 15, 2020.
2. The SB1 funds from the State will be distributed to the City in the Fall 2020.

**Background**

On April 28, 2017, Governor Brown signed SB1, a landmark transportation funding package that will generate \$5.2 Billion per year in new revenues from various taxes and fees and is designed to repair and maintain our State highways and local roads. Beginning November 1, 2017, the Controller will deposit various portions of this funding into the RMRA program. A percentage of this RMRA funding will be apportioned by formula to eligible cities and counties pursuant to Streets and Highways Code (SHC) Section 2032(h) for basic road maintenance, rehabilitation, and critical safety projects on the local streets and roadways system. SB1 emphasizes the importance of accountability and transparency in the delivery of California’s transportation programs. Therefore, in order to be eligible for RMRA funding, statute requires cities and counties to provide basic annual RMRA project reporting to the CTC.

**Legal Review**

The City Attorney has reviewed this item.

**Fiscal Impact**

For the City of South Pasadena (City), historically SB1 has provided approximately \$460,000 in local funds annually. The amount of SB1 funding provided to local agencies is a function of the gas sales in the area. As a result of COVID-19 pandemic, there has been a reduction in gas sales. The Controller has not issued proposed revenue forecasts of the SB1 for the next fiscal year, however it is anticipated to decrease.

A city receiving an apportionment of RMRA funds is required to sustain a Maintenance of Effort (MOE) by spending at least the annual average of its General Fund expenditures during the Fiscal Years 2009-10, 2010-11, and 2011-12 for street, road, and highway purposes. The state established MOE for the City is \$1.4M annually in order to maintain eligibility for the funds. As a result of COVID-19, the City is facing General Fund budget shortfalls which will impact the City's ability to meet the State required MOE and could result in the City forfeiting SB1 funding. The City has requested that the State waive the MOE requirements while agencies recover from the COVID-19 budget shortfalls. So far there has been no final decision regarding the SB1 MOE from the State.

**Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachment: Resolution

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
IDENTIFYING A LIST OF PROJECTS FOR FISCAL YEAR 2020-21  
FUNDED BY SENATE BILL 1: THE ROAD REPAIR AND  
ACCOUNTABILITY ACT OF 2017**

**WHEREAS**, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017, in order to address the significant multi-modal transportation funding shortfalls statewide; and

**WHEREAS**, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of South Pasadena (City) are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

**WHEREAS**, the City must adopt a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1 by resolution, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

**WHEREAS**, the City, will receive an estimated \$460,000 in RMRA funding in Fiscal Year (FY) 2020-21 from SB 1; and

**WHEREAS**, this is the year in which the City is receiving SB 1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

**WHEREAS**, the City has undergone a robust public process to ensure public input into our community's transportation priorities/the project list. The City's Mobility and Transportation Infrastructure Commission (MTIC) reviewed the proposed project list, received public input and provided a recommendation to the City Council; and

**WHEREAS**, the City used a Pavement Management System (PMS) to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment. The PMS generates a comprehensive report of the citywide pavement condition index (PCI) for all streets. The PCI, engineering recommendation, citizen participation and MTIC input are utilized to establish the proposed capital improvement program annually; and



**WHEREAS**, the funding from SB 1 will help the City maintain and rehabilitate streets/roads, bridges, add active transportation infrastructure throughout the City this year and similar projects into the future; and

**WHEREAS**, the 2018 California Statewide Local Streets and Roads Needs Assessment found that the City’s streets and roads are at higher risk and this revenue will help the City increase the overall quality of our road system and over the next decade will bring the City’s streets and roads into good condition; and

**WHEREAS**, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** The foregoing recitals are true and correct.

**SECTION 2.** The following list of newly proposed projects will be funded in-part of solely with FY 2020-21 Road Maintenance Rehabilitation Account revenues:

**Project Description** – The project scope of work consists of street and highway pavement maintenance; rehabilitation, installation, construction, and reconstruction of necessary associated facilities such as drainage and traffic control devices; maintenance, rehabilitation, installation, construction, and reconstruction of facilities that expand ridership on transit systems; safety projects to reduce fatalities; or as a local match to obtain state or federal transportation funds for similar purposes.

Street Segment	Project Limits		Est. Life	FY	Est. Cost
	From	To			
Pine Street	Meridian Ave	Huntington Dr	15/17 Yrs.	2020-21	\$740,000
Maple St	Fremont Ave	Primrose Ave	15/17 Yrs.	2020-21	\$91,000
Maple St	Meridian Ave	Huntington Dr	15/17 Yrs.	2020-21	\$64,000
Mill Rd	Garfield Ave	End of street	15/17 Yrs.	2020-21	\$38,000
Oneonta Knoll St	Fremont Ave	Primrose Ave	15/17 Yrs.	2020-21	\$89,000
Milan Ave	Edgewood Dr	Oak St	15/17 Yrs.	2020-21	\$150,000
Edgewood Dr	Milan Ave	Wayne Ave	15/17 Yrs.	2020-21	\$200,000
Mission Street	Pasadena Ave	Arroyo Dr	15/17 Yrs.	2020-21	\$80,000
Glendon Way	Monterey Rd	Lyndon Street	15/17 Yrs.	2020-21	\$35,000
Arroyo Verde Rd	Monterey Rd	Arroyo Verde Rd	15/17 Yrs.	2020-21	\$70,000

**SECTION 3.** The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

**PASSED, APPROVED AND ADOPTED ON** this 1<sup>st</sup> day of July, 2020

\_\_\_\_\_  
Robert S. Joe, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)

\_\_\_\_\_  
Teresa L. Highsmith, City Attorney

**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 1<sup>st</sup> day of July, 2020, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)