



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

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

**July 15, 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 15, 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 15, 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:** Mayor Robert S. Joe

**SPECIAL PRESENTATION**

**1. Briefing by Supervisor Barger on State Efforts in Response to COVID-19 Pandemic**

**CLOSED SESSION ANNOUNCEMENTS**

- 2. 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 15, 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.

**3. Public Comment – General**

**COMMUNICATIONS**

- 4. 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.
- 5. City Manager Communications**
- 6. 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**

**7. Approval of General City Warrants in the Amount of \$388,686.72; LAIF Transfer in the Amount of \$5,000,000.00.**

Recommendation

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

**8. Monthly Investment Reports for May 2020**

Recommendation

It is recommended that the City Council receive and file the monthly investment reports for May 2020.

**9. Adoption of Resolution Updating the City of South Pasadena Records Retention Schedule**

Recommendation

It is recommended that the City Council adopt the proposed resolution updating the City’s Records Retention Schedule.

**10. Authorize the Third Amendment with West Coast Arborist Inc. for 2020-21 Fiscal Year Urban Forestry Services in a Total Not-to-Exceed Amount of \$379,500**

Recommendation

It is recommended that the City Council authorize the City Manager to execute the third Contract Amendment with West Coast Arborists Inc. (WCA), in an amount not-to-exceed \$379,500, for 2020-21 Fiscal Year (FY) Urban Forestry Services.

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**11. Approve the Purchase Order to Quinn Cat Company for an Air Compressor and Pneumatic Tools for the Public Works Streets Division in an Amount Not-to-Exceed \$26,937**Recommendation

It is recommended that the City Council:

1. Accept a quote dated May 1, 2020, from Quinn Cat Company for the purchase of one air compressor Model Number 185 CFM Atlas Copco, including pneumatic air tools, for Public Works Street Division; and
2. Authorize the City Manager to execute a purchase order with Quinn Cat Company in an amount not to exceed \$26,937; and
3. Declare the Public Works Department Ingersoll-Rand: P185JWD, manufactured in 1995 as surplus property, and instruct staff to dispose of the item in accordance with the South Pasadena Municipal Code Section (SPMC) 2.99-29 and City Surplus Disposal Policy.

**12. Reject Previous Bid and Approve an Agreement with Inland Mechanical Services, Inc. for 2020 Civic Center HVAC System Retrofit, Senior Center Air Conditioning Unit Replacement, and Police Department HVAC Replacement in an Amount Not-to-Exceed \$427,270.80**Recommendation

It is recommended that the City Council:

1. Reject the previous one bid dated May 28, 2020, from Acco Engineering Systems for the Civic Center HVAC System Retrofit and Senior Center Air Conditions (AC) Unit Replacement (Bid No. 202003-02);
2. Accept a bid dated July 1, 2020, from Inland Mechanical Services, Inc. for the 2020 Civic Center HVAC System Retrofit, Senior Center AC Unit Replacement, and Police Department HVAC Replacement (Project) (Bid No. 202004-02);
3. Reject all other bids received for Bid No. 202004-02;
4. Authorize the City Manager to enter into an agreement with Inland Mechanical Services, Inc., for a bid amount of \$388,428; and
5. Authorize a construction contingency ten percent in the amount of \$38,842.80 for a total amount of \$427,270.80.

**13. Discretionary Fund Request from Mayor Pro Tem Diana Mahmud in the Amount of \$1,527 to Purchase a 2020 Census Banner**Recommendation

It is recommended that the City Council approve the Discretionary Fund request by Mayor Pro Tem Diana Mahmud to purchase one double sided 2020 Census Banner to hang across Fair Oaks Avenue and Mission Street in the amount of \$1,527. The census message will be displayed on both Fair Oaks and Mission. The original request was \$1,400.37 was amended by Mayor Pro Tem Mahmud to \$1,527 to cover the larger banner size.

**PUBLIC HEARING**

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

Recommendation

It is recommended that the City Council, after holding a Public Hearing to allow property owners with pending weed abatement charges the opportunity to question or receive an explanation of pending charges, confirm the 2020 declaration list of charges.

**ACTION/DISCUSSION ITEMS**

**15. Consideration of Ballot Measures for the November 3, 2020 General Municipal Election**

Recommendation

It is recommended that the City Council consider three ballot measures for the General Municipal Election on Tuesday, November 3, 2020. 1) Renewal of the Utility Users’ Tax, 2) Increase of building height limits in specified areas, and 3) Transient Occupancy Tax for short term rentals, hotels and lodging and advise staff which potential ballot measures to prepare for the November 3, 2020 General Municipal Election.

**INFORMATION REPORT**

**16. South Pasadena COVID-19 Update**

**ADJOURNMENT**

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

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.
September 2, 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.*

7/9/2020

/s/

Date

Kenia Lopez  
Deputy City Clerk