



**MINUTES OF THE REGULAR MEETING OF THE
CITY COUNCIL/REDEVELOPMENT SUCCESSOR AGENCY/
PUBLIC FINANCING AUTHORITY/HOUSING AUTHORITY
OF THE CITY OF SOUTH PASADENA CONVENED
THIS 1ST DAY OF OCTOBER 2014, AT 7:30 P.M.
AMEDEE O. "DICK" RICHARDS, JR., COUNCIL CHAMBERS
1424 MISSION STREET**

ROLL CALL

Mayor Khubesrian convened the Regular Meeting of the South Pasadena City Council/Redevelopment Successor Agency (Agency)/Public Financing Authority (Authority)/Housing Authority (Authority) at 7:49 p.m.

Chief Deputy City Clerk Hall called the roll. Present were City Councilmembers/Agency/Authority Members Cacciotti, Mahmud and Schneider; and Mayor Pro Tem/Agency/Authority Vice Chair Joe and Mayor/Agency/Authority Chair Khubesrian.

Absent: None.

Other Officials and Staff present: City Manager/Agency/Authority Executive Director Gonzalez; Assistant City Manager Straus; City Attorney/Agency/Authority Counsel Highsmith; City Clerk Zneimer; Police Chief Miller; Deputy Fire Chief Riddle; Finance Director Batt; Planning and Building Director Watkins; Public Works Director Toor; Director of Library, Arts, and Culture Fjeldsted; Community Services Director Pautsch; Community Services Supervisor Hakobian; Grants Analyst Perkosky; Principal Management Analyst Lin; and Chief Deputy City Clerk Hall.

INVOCATION

Councilmember Mahmud presented the invocation.

PLEDGE OF ALLEGIANCE

Holy Family Cub Scout Pack 333 led the Pledge of Allegiance.

1. CLOSED SESSION ANNOUNCEMENTS

City Attorney Highsmith reported that Mayor Khubesian called to order at 6:35 p.m. the Closed Session Regular Meeting of the City Council of October 1, 2014, and that all Councilmembers were present, except for Councilmember Mahmud, who arrived at 6:38 p.m. She indicated the meeting was convened into Closed Session to discuss the following items as listed on the Closed Session Agenda:

3. Conference with Legal Counsel - Anticipated Litigation

Pursuant to Government Code Section 54956.9(d)(4)

Initiation of Litigation: One Potential Case

4. Labor Negotiations

Pursuant to Government Code Section 54957.6

Conference with Labor Negotiators regarding labor negotiations with the following Employee organizations: Firefighters' Association (FFA), Police Officers' Association (POA), Public Service Employees' Association (PSEA), PSEA- Part Time Unit, Unrepresented Employees: Management Employees

City negotiators: City Manager Sergio Gonzalez, Assistant City Manager Hilary Straus, Finance Director David Batt, Assistant Finance Director Pearl Lieu, City Attorney Teresa L. Highsmith, and Legal Counsel Steve Berliner

City Attorney Highsmith announced that City Council provided direction regarding Closed Session Item No. 3; and direction was provided to the Labor Negotiator regarding Closed Session Item No. 4.

2. PRESENTATION BY CHRIS HOLDEN, CALIFORNIA STATE ASSEMBLY, 41ST DISTRICT: STATE OF THE STATE ADDRESS

Chris Holden, California State Assemblymember, 41st District (Assemblymember Holden), presented the State of the State Address. Mayor Khubesian presented Assemblymember Holden with a framed copy of *Sunset* Magazine, naming the City of South Pasadena (City) as one of the "24 Best Places to Live and Work in the West" and thanked him for his leadership in the region.

Councilmember Cacciotti thanked Assemblymember Holden for his efforts in acquiring funding for the Arroyo Seco Bicycle and Pedestrian Trail. Mayor Pro Tem Joe thanked Assemblymember Holden for sponsoring the recent Senior Scam Stopper Seminar.

3. PRESENTATION OF A PROCLAMATION DECLARING OCTOBER 8, 2014, AS "WALK OR BIKE TO SCHOOL DAY" IN THE CITY OF SOUTH PASADENA

Mayor Khubesrian presented a Proclamation to Nour Khaddaj-Mallat, Chair, Youth Commission (YC), declaring October 8, 2014, as "Walk or Bike to School Day" in the City of South Pasadena.

4. PRESENTATION OF THE FY 2013-14 ANNUAL REPORT OF THE ANIMAL COMMISSION

Elizabeth Cavanaugh, Chair, Animal Commission, presented the FY 2013-14 Annual Report of the Animal Commission.

5. PRESENTATION OF THE FY 2013-14 ANNUAL REPORT OF THE YOUTH COMMISSION

Chair Khaddaj-Mallat, YC, provided the FY 2013-14 Annual Report of the Youth Commission as part of a PowerPoint presentation.

6. COUNCILMEMBERS' COMMENTS (3 MINUTES EACH)

Councilmember Schneider reported the following Commission updates: 1) Natural Resources and Environmental Commission (NREC) is considering whether synthetic turf should be allowed in the City and a report will be brought to the City Council in the future; 2) NREC has requested a map of prospective tree plantings; 3) NREC will be soliciting volunteers for a proposed Renewable Energy (RE) Committee. Upon establishment, the City Council will select the members of the RE Committee; 4) Freeway and Transportation Commission reported that the California Transportation Commission has exclusive authority for the location of highways and will be an important factor to the City's continuing opposition to the SR-710 North Extension Project.

Councilmember Mahmud requested follow up on the following items: 1) Agendize review of requirement for the Animal Commission and Public Safety Commission to meet jointly once a year, seconded by Councilmember Cacciotti; and 2) Prepare proposal to hire a consultant to prepare an expedited Mission Street Specific Plan if the current grant application is not approved, seconded by Councilmember Cacciotti. Councilmember Mahmud announced the following events: 1) Women Involved in South Pasadena Political Action (WISPPA) is sponsoring a screening of the documentary "Sands of Silence" being held on October 8, 2014, at 7:00 p.m., at the South Pasadena Public Library Community Room; and 2) SPACE Arts Center is sponsoring a Garden Party and silent auction on October 5, 2014, from 4:00 p.m. to 8:00 p.m. Councilmember Mahmud reminded residents that the plastic bag ban would take effect on October 6,

2014, and displayed a fact sheet. She announced that the City was offering free reusable bags to residents at City Hall.

Councilmember Cacciotti requested follow up on the following items: 1) Schedule a dinner with William Covino, President, California State University of Los Angeles, to discuss education and transportation, seconded by Mayor Pro Tem Joe; 2) Request NREC provide a recommendation on a City ordinance to ban gas powered leaf blowers, seconded by Councilmember Mahmud; 3) Request Public Works Commission review the westbound left turn pocket at Via del Rey at Monterey Road, westbound left turn pocket at Pasadena Avenue at Monterey Road, and the narrow intersection at Meridian Avenue and Foothill Boulevard, seconded by Mayor Khubesrian; and 4) Connect 200 feet of bicycle lane on York Boulevard. Councilmember Cacciotti thanked staff from the Public Works Department and the City Manager's Office for their attendance at the Foothill Street Improvement Project Community Meeting held on September 25, 2014. He reported that he attended the Santa Monica Mountains Conservancy Meeting on September 22, 2014.

Mayor Pro Tem Joe reported that the Household Hazardous Waste Round Up event, sponsored by the Sanitation Districts of Los Angeles County, held on August 30, 2014, was successful. Mayor Pro Tem Joe requested that the Public Works Department investigate the issue of illegal dumping of items such as sofas and mattresses throughout the City, research the budget, and report back to City Council, seconded by Councilmember Mahmud.

Mayor Khubesrian reported that she attended the YC Meeting where an interest in wellness and mental health issues were discussed. Mayor Khubesrian thanked the South Pasadena Police, Fire, Public Works, and Community Services Departments for hosting a successful Open House on September 28, 2014. Mayor Khubesrian acknowledged Lisa Pendleton, Member, WISPPA, for her collaboration with the City in advocating for AB 1147 Massage Therapy Act of 2014 (AB 1147). Mayor Khubesrian requested the following items: 1) Review application process to apply for Finance Committee and follow up with City Council for direction, if needed, seconded by Councilmember Mahmud; and 2) Provide update on the Huntington Drive Median Landscape Demonstration Project, seconded by Councilmember Mahmud.

7. CITY MANAGER COMMUNICATIONS

City Manager Gonzalez announced Dumpster & Donation Day to be held on October 11, 2014, from 8:00 a.m. to 2:00 p.m., on Arroyo Drive just South of Mission Street, and displayed a flyer. City Manager Gonzalez announced City Librarian Fjeldsted's title was changed from City Librarian to Director of Library, Arts, and Culture.

8. REORDERING OF AND ADDITIONS TO THE AGENDA

None.

CONSENT CALENDAR

Councilmember Mahmud requested that Item No. 16 be removed from the Consent Calendar for separate consideration.

MOTION: M/S Cacciotti/Joe to approve Consent Calendar Item No. 9, 10, 11, 12, 13, 14, 15, 17, and 18 including Prepaid Warrants #185080-185157 in the amount of \$2,755,637.16, General City Warrants #185158-185281 in the amount of \$367,793.82, Payroll 09-26-14 in the amount of \$395,670.62, totaling \$3,519,101.60; and seated as the Successor Agency to the Community Redevelopment Agency, approve Redevelopment Successor Agency warrants for \$9,620.31 (included in above total). By roll call vote, the motion passed unanimously. Absent: None.

The Consent Calendar consisted of the following items:

- 9. APPROVAL OF THE MINUTES OF THE REGULAR CITY COUNCIL MEETING OF SEPTEMBER 17, 2014 AND THE SPECIAL CITY COUNCIL MEETING OF SEPTEMBER 24, 2014**
- 10. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$2,755,637.16, GENERAL CITY WARRANTS IN THE AMOUNT OF \$367,793.82, AND PAYROLL IN THE AMOUNT OF \$395,670.62**
- 11. AWARD OF CONTRACT TO RAMTECH LABORATORIES FOR LABORATORY TESTING SERVICES FOR THE SEWER REHABILITATION AND REPLACEMENT PROJECT PHASE 1**
- 12. AWARD OF CONTRACT TO SANCON ENGINEERING, INC., FOR THE CONSTRUCTION OF THE SEWER REHABILITATION AND REPAIR PROJECT PHASE 1**
- 13. AWARD OF CONTRACT TO NINYO & MOORE FOR GEOTECHNICAL SERVICES FOR SEWER REHABILITATION AND REPLACEMENT PROJECT PHASE 1**
- 14. AWARD OF CONTRACT TO VALLEY CONSTRUCTION MANAGEMENT FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE SEWER REHABILITATION AND REPLACEMENT PROJECT PHASE 1**
- 15. AWARD OF CONTRACT TO DUDEK FOR CONSTRUCTION ENGINEERING SUPPORT SERVICES FOR THE SEWER REHABILITATION AND REPLACEMENT PROJECT PHASE 1**

17. AMENDMENT OF CONTRACT WITH GK & ASSOCIATES FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES ON THE ORANGE GROVE STREET IMPROVEMENT PROJECT

18. EXTENSION OF CONTRACT WITH JOHN L. HUNTER & ASSOCIATES FOR NPDES MUNICIPAL STORMWATER ASSISTANCE AND FOG CONTROL SERVICES

ITEMS PULLED FROM THE CONSENT CALENDAR FOR SEPARATE CONSIDERATION

16. AUTHORIZE THE CITY MANAGER TO SIGN A LEASE AGREEMENT WITH CALTRANS FOR THE PROPERTY AT 1028 MAGNOLIA STREET FOR THE USE OF A COMMUNITY GARDEN

Councilmember Mahmud stated that she would like to publicize the Community Garden as it was an important development for residents. She thanked staff for their efforts in securing a location and lease agreement. Councilmember Mahmud noted that fundraising efforts to complete the establishment of a Community Garden can now begin by community members.

Councilmember Cacciotti thanked the City Council, volunteers, and the community for their efforts in securing the best location for a Community Garden.

Community Services Director Pautsch responded to City Councilmembers' questions.

MOTION: M/S Mahmud/Joe to: 1) Authorize the City Manager to sign a lease agreement with Caltrans for the property at 1028 Magnolia Street for the use of a Community Garden; and 2) Request staff to return with a sublease agreement with Los Angeles Community Garden Council for the Community Garden. By roll call vote, the motion passed unanimously. Absent: None.

PUBLIC COMMENTS

Mayor Khubesian opened the Public Comments section.

Lisa Pendleton, Member, WISPPA, thanked Mayor Khubesian for recognizing WISPPA's efforts on the passage of AB 1147. Member Pendleton thanked Assemblymember Holden, Assemblywoman Susan A. Bonilla, Assembly Majority Whip Jimmy Gomez, Senator Carol Liu (Senator Liu), and the League of California Cities for their work on the passage of AB 1147.

Betty Emirhahian, South Pasadena Resident, thanked Kay Meridian and Mary Urquhart for their work on AB 1147. Resident Emirhahian announced that Mayor Khubesrian would be presenting the State of the City Address to WISPPA on October 4, 2014, at 9:00 a.m., at the Library Community Room, and was open to the public. Resident Emirhahian thanked Mayor Khubesrian for her work on AB 1147.

Linda Krausen, South Pasadena Resident, thanked Assemblymember Holden and Senator Liu for their work on Senate Bill 416 Surplus Residential Property. Resident Krausen provided an update on the letter submitted by the Caltrans' tenants regarding proposed revisions to the Caltrans regulations for the sale of surplus property. Resident Krausen thanked the City Council for their letter of support to Caltrans.

There being no additional speakers, Mayor Khubesrian closed the Public Comments section.

ACTION/DISCUSSION

19. FIRST READING AND INTRODUCTION OF AN ORDINANCE PROHIBITING MOBILE ADVERTISING VEHICLES

City Attorney Highsmith presented the staff report and responded to City Councilmembers' questions.

Mayor Khubesrian opened the Public Hearing section.

There being no speakers, Mayor Khubesrian closed the Public Hearing section.

Chief Deputy City Clerk Hall presented and read by title AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, REPEALING SECTION 36.320.040(M) OF DIVISION 36.320 (SIGNS) OF ARTICLE 3 (SITE PLANNING AND GENERAL DEVELOPMENT STANDARDS) OF CHAPTER 36 (ZONING) AND ADDING SECTION 19.49-2 (PARKING OF ADVERTISING VEHICLES) TO DIVISION 1 (GENERALLY) OF ARTICLE III (STOPPING, STANDING, AND PARKING) OF CHAPTER 19 (MOTOR VEHICLES AND TRAFFIC) OF THE SOUTH PASADENA MUNICIPAL CODE RELATING TO PARKING MOBILE ADVERTISING VEHICLES.

MOTION: M/S Cacciotti/Mahmud to read by title only for first reading, waive further reading, and introduce AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, REPEALING SECTION 36.320.040(M) OF DIVISION 36.320 (SIGNS) OF ARTICLE 3 (SITE PLANNING AND GENERAL DEVELOPMENT STANDARDS) OF CHAPTER 36 (ZONING) AND ADDING SECTION 19.49-2 (PARKING OF ADVERTISING VEHICLES) TO DIVISION 1 (GENERALLY) OF ARTICLE III (STOPPING, STANDING, AND PARKING) OF CHAPTER 19 (MOTOR VEHICLES AND TRAFFIC) OF THE SOUTH PASADENA MUNICIPAL CODE RELATING TO PARKING MOBILE ADVERTISING VEHICLES. The motion passed by the following roll call vote:

AYES: Cacciotti, Joe, Mahmud, Schneider, and Mayor Khubesrian

NOES: None

ABSENT: None

ABSTAIN: None

20. CONSIDERATION TO ADOPT RESOLUTION NO. 7378 IN SUPPORT OF LOS ANGELES COUNTY PROPOSITION P - SAFE NEIGHBORHOOD PARKS MEASURE

Community Services Director Pautsch presented the staff report and introduced Russ Guiney, Director, County of Los Angeles Department of Parks and Recreation.

Director Guiney provided an overview of Proposition P – Safe Neighborhood Parks Measure (Proposition P). He explained the history of two propositions that were previously approved by voters. He discussed Proposition A - Safe Neighborhood Parks Act of 1992 (Proposition A), which was approved by the voters and imposed a parcel tax that generated \$54 million per year. He indicated that the Proposition A tax expires on June 30, 2015. Director Guiney stated that Proposition P would continue funding with a flat \$23 per parcel tax that would generate \$54 million per year for 30 years. Director Guiney indicated that Proposition P requires a two-thirds approval of the voters at the General Election to be held on November 4, 2014.

In response to Mayor Khubesrian's question, Director Guiney stated that funds could be accumulated if they were not used.

In response to Councilmember Mahmud's inquiry, Director Guiney explained the history of Proposition A and the parcel tax process.

In response to Mayor Pro Tem Joe's question, Director Guiney stated the approval process was the same as Proposition A and that available funds to cities were automatically distributed upon approval of a project. He stated the City would need to develop a project for approval by the County of Los Angeles Regional Park and Open Space District.

In response to Councilmember Cacciotti's inquiry, Director Guiney recommended that the City apply for a project in the regional and open space category as this category has the largest amount of funding available.

Mayor Khubesian opened the Public Comments section.

There being no speakers, Mayor Khubesian closed the Public Comments section.

In response to Mayor Pro Tem Joe's question, Grants Analyst Perkosky stated she would research and follow up with the amount of funding received by the City under Proposition A, and for open space.

Mayor Khubesian indicated support of Proposition P.

MOTION: M/S Khubesian/Mahmud to adopt and approve **Resolution No. 7378** in support of Los Angeles County Proposition P - Safe Neighborhood Park Measure. By roll call vote, the motion passed unanimously. Absent: None.

21. DISCUSSION REGARDING ADOPTING POLICIES SETTING PROTOCOLS FOR THE CITY COUNCIL AND OTHER ELECTED AND APPOINTED CITY OFFICIALS

City Manager Gonzalez presented the staff report.

Mayor Khubesian opened the Public Comments section.

There being no speakers, Mayor Khubesian closed the Public Comments section.

In response to Councilmember Cacciotti's question, City Attorney Highsmith advised the City Council that it was their decision to determine which type of City Council policy to adopt, such as a comprehensive or simplified version. She indicated that many examples from other cities were provided in the staff report. City Attorney Highsmith explained all of the policies encompass the same concept of a Council-Manager form of government. City Attorney Highsmith explained the structure of a Council-Manager form of government. She indicated the Council-Manager form of government allows the City Council to set high level policies for the City Manager to implement. She stated all of the policies are an attempt to utilize staff resources in an efficient manner by establishing clear lines of communication. She stated it was a common policy to communicate issues through the City Manager and not staff, and that individual members of the City Council should not be directing the City Manager to take action or start a project, unless it was previously approved by a majority of the City Council.

Councilmember Mahmud thanked City Attorney Highsmith for providing an ample amount of examples to review. She indicated support for the detailed policies to convey what is expected of each City Councilmember. She indicated support of the policies from the Cities of Calabasas, Agoura Hills, and Watsonville. She recommended that a

subcommittee be established to review the detailed sample policies and bring back a recommendation to City Council. Councilmember Mahmud recommended that the Certificate and Proclamation Policy be included.

Councilmember Cacciotti indicated support for the policy from the City of Watsonville. He recommended that the "Strategic Plan Process (SPP)" Policy, on page 324 of the staff report, be included as an ongoing policy. He read an excerpt of the SPP as follows: "Each year the City Manager's Office shall facilitate a strategic planning process involving the City Council. This process shall provide the City Council with the opportunity to provide policy direction to the City staff regarding the direction of the City and the programs to which the City will devote its resources." Councilmember Cacciotti recommended the SPP Policy be incorporated into the City Council policy

Mayor Pro Tem Joe indicated he was unaware that the City did not have an existing policy. He indicated support for a policy that was a compromise between a comprehensive and concise version. Mayor Pro Tem Joe concurred with Councilmember Mahmud's recommendation to form a subcommittee.

Councilmember Schneider stated he preferred a simple policy. He indicated support for the policy from the City of Auburn as he did not want the City Council to be burdened with complicated instructions.

Councilmember Mahmud opined that the City Council would benefit from a comprehensive policy that would establish procedures. She noted the prior City Council experienced a difficult situation with the selection of the Mayor due to a misunderstanding of the process.

Mayor Khubesrian discussed her vantage point from her role as the Mayor. She explained that she has observed City Manager Gonzalez's efforts to balance multiple directives. Mayor Khubesrian indicated support of establishing initiatives directed by the majority of the City Council, and that having policies was critical for the City to function efficiently. She explained the City of Culver City's process for requesting items for consideration.

City Manager Gonzalez provided clarification on the process to request items for consideration. He explained that a motion and a second would place an item on a future City Council Meeting Agenda, with no staff report, for consideration. City Manager Gonzalez stated that three affirmative votes would be needed for a comprehensive staff report to be brought back.

Mayor Pro Tem Joe inquired if the process recommended by City Manager Gonzalez was legal.

City Attorney Highsmith stated the process was legal and that it has been used in other cities.

Councilmember Mahmud recommended that a one-step process requiring three or four affirmative votes be considered for urgent issues.

Discussion followed among City Councilmembers regarding the approval process for new projects and referral of residents to City Commissions/Committees to address policy concerns.

Councilmember Cacciotti recommended that the City of Agoura Hills' policy entitled "Selection of the Mayor," on page 297, be used as a guide.

Mayor Khubesrian indicated support for the City of Calabasas' policy entitled "City Council Protocols" and the Mayor selection process on page 269.

Discussion followed among City Councilmembers and City Attorney Highsmith regarding the distinction between policies versus operations.

By consensus, the City Council agreed to consider the policies of the City of Calabasas and incorporation of the aforementioned recommendations.

By consensus, the City Council agreed that a subcommittee would not be established.

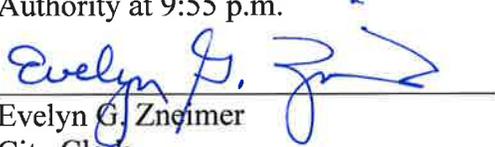
By consensus, the City Council agreed to incorporate the City's current Certificate and Proclamation Policy, and all applicable miscellaneous policies, into the proposed City Council policy.

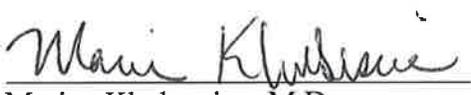
City Manager Gonzalez indicated that he would work with City Attorney Highsmith and the City Clerk's Department to incorporate both the City of Calabasas' policies and the recommendations made by the City Council, and bring back a draft policy for consideration at a future City Council Meeting.

City Attorney Highsmith advised that a draft policy could be provided to City Council for review in advance of the City Council Meeting.

ADJOURNMENT

Mayor Khubesrian adjourned the Regular Meeting of the South Pasadena City Council/Redevelopment Successor Agency/Public Financing Authority/Housing Authority at 9:55 p.m.


Evelyn G. Zneimer
City Clerk


Marina Khubesrian, M.D.
Mayor

Minutes approved by the South Pasadena City Council on October 15, 2014.