



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

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

Wednesday, November 7, 2018, at 7:30 p.m.

*In order to address the City Council, please complete a Public Comment Card.
Time allotted per speaker is three minutes.
No agenda item may be taken after 11:00 p.m.*

CALL TO ORDER: Mayor Richard D. Schneider, M.D.

ROLL CALL: Councilmembers Michael A. Cacciotti, Robert S. Joe, and Diana Mahmud; Mayor Pro Tem Marina Khubesrian, M.D.; and Mayor Richard D. Schneider, M.D.

PLEDGE OF ALLEGIANCE: Mayor Pro Tem Marina Khubesrian, M.D.

PUBLIC COMMENTS AND SUGGESTIONS

(Time limit is three minutes per person)

The City Council welcomes public input. Members of the public may address the City Council by completing a public comment card and giving it to the Chief City Clerk prior to the meeting. At this time, the public may address the City Council on items that are not on the agenda. Pursuant to state law, the City Council may not discuss or take action on issues not on the meeting agenda, except that members of the City Council or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

1. CLOSED SESSION

ANNOUNCEMENTS: A Closed Session Agenda has been posted separately

PRESENTATIONS

2. South Pasadena Tournament of Roses Committee Annual Float Fundraiser Drawing for the Ultimate Tournament of Roses Experience

3. South Pasadena Care Center Update

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**

In order to address the City Council, please complete a Public Comment card. Time allotted per speaker is three minutes. Items listed under the consent calendar are considered by the City Manager to be routine in nature and will be enacted by one motion unless an audience member or Councilmember requests otherwise, in which case the item will be removed for separate consideration. Any motion relating to an ordinance or a resolution shall also waive the reading of the ordinance or resolution and include its introduction or adoption as appropriate.

CONSENT CALENDAR**7. Minutes of the City Council Meeting of October 17, 2018****Recommendation**

Approve the minutes of the October 17, 2018 City Council Meeting.

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

Approve the City of South Pasadena Prepaid Warrants Nos. 204693 through 204790 in the amount of \$514,531.74; General City Warrants Nos. 204791 through 204917 in the amount of \$1,531,799.97; and Payroll dated October 19, 2018, in the amount of \$811,024.88.

9. Approval of Contract Amendment with Vavrinek, Trine, Day & Co., LLP for an additional amount of \$50,000, for a total not-to-exceed amount of \$75,000**Recommendation**

Approve a contract amendment with Vavrinek, Trine, Day & Co., LLP for an amount not to exceed \$75,000.

10. Acceptance of Project Completion and Authorization to File a Notice of Completion for the Mission Street Improvement Project and Authorization to Release Retention Payment to American Asphalt South, Inc. in the Amount of \$11,487

Recommendation

1. Accept the Mission Street Improvement Project as complete.
2. Authorize the recordation of the Notice of Completion with the Los Angeles County Registrar-Recorder/County Clerk.
3. Authorize release of retention payment to American Asphalt South, Inc., in the amount of \$11,487.

11. Acceptance of Project Completion and Authorization to File a Notice of Completion for the El Centro Street Improvement Project and Authorization to Release Retention Payment to E.C. Construction Company in the Amount of \$33,370

Recommendation

1. Accept the El Centro Street Improvement Project as complete.
2. Authorize the recordation of the Notice of Completion with the Los Angeles County Registrar-Recorder/County Clerk.
3. Authorize release of retention payment to E.C. Construction Company, in the amount of \$33,370.
4. Authorize the appropriation of the remaining balance amount of \$107,000 to the phase three of the Monterey Road Street Improvement Project in the Account Number 104-9000-9203.

12. Acceptance of Project Completion and Authorization to File a Notice of Completion for the Installation of a Safety Canopy Structure Over the Arroyo Seco Bicycle and Pedestrian Trail Along the Arroyo Seco Driving Range and Authorization to Release Retention Payment to Judge Netting, Inc., in the Amount of \$3,525

Recommendation

1. Accept the Installation of a Safety Canopy Structure over the Arroyo Seco Bicycle and Pedestrian Trail along the Arroyo Seco Driving Range as complete.
2. Authorize the recordation of the Notice of Completion with the Los Angeles County Registrar-Recorder County Clerk.
3. Authorize release of retention payment to Judge Netting, Inc., in the amount of \$3,525.

13. Authorize the Purchase and Outfitting of Two Police Vehicles and the Transfer and Outfitting of an Administrative Vehicle to Patrol in the Amount of \$ 110,802.81 with Wondries Fleet Group

Recommendation

1. Approve the purchase of a a 2019 Ford Interceptor Police Utility Vehicle and a 2019 Ford Fusion Hybrid Responder in the amount of \$66,742.42 through Wondries Fleet Group under the Cooperative Purchase Provisions of the National Joint Powers Alliance (NJPA) #120716 and authorize the City Manager to execute all related documents.
2. Award a contract to Commline Inc. in the amount of \$44,060.39 for the installation of emergency equipment in both Ford Police Utility Interceptors, a computer monitor in the 2017 Ford Police Interceptor, and a radio in the 2019 Ford Fusion.

14. Authorize Purchase of a Police K9 Vehicle for \$27887 Utilizing COPS Grant Funds

Recommendation

Approve the purchase of a 2019 Dodge Charger vehicle in the amount of \$27,887 through Wondries Fleet Group under the Cooperative Purchase Provision of the County of Los Angeles Contract #PPOSH17369005-1 and authorize the City Manager to execute all related documents.

15. Adopt a Resolution Affirming the San Gabriel Valley Council of Governments Guiding Principles on Homeless Programs

Recommendation

Adopt a resolution affirming the San Gabriel Valley Council of Governments guiding principles on homeless programs.

16. Release of an Expired Covenant for a Development, Operation, and Reciprocal Easement Agreement for 1511 Mission Street and 901 Fair Oaks Avenue

Recommendation

Authorize the release of an expired covenant for a Development, Operations, and Reciprocal Easement Agreement applied to the two properties located at 1511 Mission Street and 901 Fair Oaks Avenue.

ACTION/DISCUSSION

17. Update on the 2018 California State Legislative Session

Recommendation

Receive and file an update on the 2018 California State Legislative Session.

18. Reorganization of the Finance Department Including: Adoption of Resolutions and a Side Letter with the South Pasadena Public Service Employees’ Association, Approval of New Job Descriptions, and Authorization to Enter into Agreements with HdL Companies for Business License Administration Services and ADP, LLC for Payroll Administration Services

Recommendation

1. Adopt a resolution approving a side letter reflecting changes to Resolution No. 7527, the Memorandum of Understanding between the City and the South Pasadena Public Employees’ Association.
2. Adopt a resolution, Superseding Resolution No. 7538, updating and establishing the Unrepresented Management Employee classifications, benefit listing and salary schedule.
3. Approve five (5) job descriptions for new classifications within the Finance Department.
4. Authorize the City Manager to execute an agreement with HdL Companies for the administration of City business licenses.
5. Authorize the City Manager to execute and sign a Sales Order and Master Services Agreement with ADP, LLC for the administration of payroll services.

REPORTS

19. Update on Election Results (no staff report)

20. Update on the Wilson Reservoir Wellhead Treatment System (no staff report)

COUNCILMEMBERS COMMUNICATIONS (continued)

ADJOURNMENT

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

November 21, 2018	CANCELLED		
December 5, 2018	Regular City Council Meeting	Council Chamber	7:30 p.m.
January 2, 2019	Regular City Council Meeting	Council Chamber	7:30 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

Prior to meetings, City Council Meeting agenda packets are available at the following locations:

- City Clerk's Division, City Hall, 1414 Mission Street, South Pasadena, CA 91030;
- South Pasadena Public Library, 1100 Oxley Street, South Pasadena, CA 91030; and
- City website: www.southpasadenaca.gov/agendas

Agenda related documents provided to the City Council are available for public inspection in the City Clerk's Division, and on the City's website at www.southpasadenaca.gov/agendas. During the meeting, these documents will be available for inspection as part of the "Reference Binder" kept in rear of the City Council Chamber.

Regular meetings are broadcast live on Spectrum Channel 19 and AT&T Channel 99. Meetings are also streamed live via the internet at www.southpasadenaca.gov/agendas.

AGENDA NOTIFICATION SUBSCRIPTION

Individuals can be placed on an email notification list to receive forthcoming agendas by calling the City Clerk's Division at (626) 403-7230.

ACCOMMODATIONS

The City of South Pasadena wishes to make all of its public meetings accessible to the public. Meeting facilities are accessible to persons with disabilities. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Hearing assistive devices are available in the Council Chamber. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law.

11/01/2018

Date

Desiree Jimenez, CM
Deputy City Clerk