



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

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

Wednesday, December 19, 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 Marina Khubesrian, M.D.

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

PLEDGE OF ALLEGIANCE: Girl Scout Troop #6771

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. Administration of Oath of Office to Mayor Marina Khubesrian, M.D. by Los Angeles County Supervisor Kathryn Barger

3. Comments by Incoming Mayor

4. Administration of Oath of Office and Presentation of Certificate of Election to Evelyn G. Zneimer, Re-Elected as City Clerk by Chief City Clerk Marc Donohue

5. Recognition of City Hall Art Gallery Participants

COMMISSION APPOINTMENTS

6. Commission Appointments and Re-appointments

Recommendations

1. Appoint the following appoint the following individuals to a full three-year term ending December 31, 2021: Audrey Norton to the Animal Commission; Kristin Morrish to the Cultural Heritage Commission; Kay Younger to the Design Review Board; Samantha Hill to the Design Review Board; Debra Beadle to the Library Board of Trustees Bianca Richards to the Library Board of Trustees; Rona Bortz to the Natural Resources and Environmental Commission Madeline C. Di Giorgi to the Natural Resources and Environmental Commission; Cynthia Liu to the Natural Resources and Environmental Commission; Robin Hamilton to the Public Safety Commission; Stephanie Cao to the Public Safety Commission; Julie Ellen Papadakis to the Senior Citizen Commission.
2. Re-appoint the following individuals to a full three-year term ending December 31, 2021: Ellen Wood to the Finance Commission; Kelly M. Koldus to the Planning Commission; Grace Liu Kung to the Public Safety Commission; Cindi Knight to the Senior Citizen Commission.
3. Appoint the following individuals to a partial terms: Kristine Kwong to the Parks & Recreation Commission (term ending December 31, 2020); Lauren Myles to the Natural Resources and Environmental Commission (term ending December 31, 2019)

COMMUNICATIONS

7. Councilmembers Communications

Time allotted per Councilmember is three minutes. Additional time will be allotted at the end of the City Council Meeting agenda, if necessary.

8. City Manager Communications

9. Reordering of and Additions to the Agenda

OPPORTUNITY TO COMMENT ON CONSENT CALENDAR
In order to address the City Council, please complete a Public Comment card. Time allotted per speaker is three minutes. Items listed under the consent calendar are considered by the City

Manager to be routine in nature and will be enacted by one motion unless an audience member or Councilmember requests otherwise, in which case the item will be removed for separate consideration. Any motion relating to an ordinance or a resolution shall also waive the reading of the ordinance or resolution and include its introduction or adoption as appropriate.

CONSENT CALENDAR

10. Minutes of the City Council Meeting of December 5, 2018

Recommendation

Approve the minutes of the December 5, 2018 City Council Meeting.

11. Prepaid Warrants, General City Warrants, and Payroll

Recommendation

Approve the City of South Pasadena Prepaid Warrants Nos. 205204 through 205284 in the amount of \$833,767.43; General City Warrants Nos. 205285 through 205358 in the amount of \$364,809.10; and Payroll dated November 30, 2018, in the amount of \$605,195.42.

12. Monthly Investment Reports for September 2018 and October 2018

Recommendation

Receive and file the monthly investment reports for September 2018 and October 2018.

13. Adoption of the Resolution Authorizing Signatories on City Banking Accounts and Related Banking Documents

Recommendation

Adopt a resolution superseding Resolution No. 7573, Authorizing Signatures on City Bank Accounts.

14. 2017/18 Commission Annual Reports

Recommendation

Receive and file the 2017/2018 Commission Annual Reports.

15. Approval of a Professional Services Agreement with Matrix Consulting Group for a Comprehensive User Fee and Charges Study in an Amount Not to Exceed \$34,500

Recommendation

Approve a professional services agreement with Matrix Consulting Group for an amount not to exceed \$34,500.

16. Approval of 5-year Term Agreement with SirsiDynix for Symphony Software as a Service (SaaS) Integrated Library System Products and Services in the amount of \$222,121

Recommendation

Approve a five-year term agreement with SirsiDynix to provide Symphony integrated library system (ILS) products and services to the South Pasadena Public Library. Products and services include migration of customer and bibliographic data to a new database, secure off-site hosting of the data on SirsiDynix servers, a core ILS package with modules for cataloging, circulation, acquisitions and analytics, a mobile library app, connections for third-party equipment (e.g. self-checkout kiosks), and maintenance and support.

17. Adoption of an Administrative Minutes Policy

Recommendation

Adopt an Administrative Minutes Policy for the City Council and all Advisory Bodies.

18. Award of Contract to KOA Corporation for Systemic Safety Analysis Report (SSAR) Preparation in an Amount Not-to-Exceed \$199,820

Recommendation

It is recommended that the City Council accept the proposal dated July 25, 2018 from KOA Corporation for preparation of the Systemic Safety Analysis Report (SSAR) and authorize the City Manager to execute an agreement with KOA Corporation for an amount not-to-exceed \$199,820.

19. Authorize a Letter of Support in Concept for the South Pasadena Arts Council's California Arts Council Creative California Communities Grant Application

Recommendation

Authorize a Letter of Support in concept for the South Pasadena Arts Council's (SPARC) California Arts Council (CAC) Creative California Communities Grant Application for a 2020 Ray Bradbury mural to commemorate the centennial of his birth.

20. Ratify Emergency Purchase of a Motor for Wilson Well No. 3

Recommendation

Ratify the emergency purchase of a new motor for Wilson Well No.3.

ACTION/DISCUSSION

21. Approval of Public Works Department Reorganization and Transition: Approval of Amended Job Descriptions, Creation of a New Deputy Director Position for Water & Sustainability, and Authorization to Execute Second Amendment with Interwest Consulting Group for Interim Capital Improvement Plan Management Services

Recommendation

1. Approve amendments to three job descriptions within the Public Works Department including Director, Deputy Director, and Operations Manager;
2. Approve a new Deputy Director classification and a new FTE to lead Water and Sustainability;
3. Approve the transfer of a Management Analyst/Water Conservation position from the Management Services Department to the Public Works Department, Water and Sustainability Division; and
4. Authorize the City Manager to execute a second amended agreement with Interwest Consulting Group for interim capital improvement project management services for an additional \$60,000 for a new total not-to-exceed contract amount of \$138,300.

CITY COUNCIL REQUESTED ITEMS

22. Proposed Letter to the California Public Utilities Commission Regarding Southern California Edison Power Procurement Costs

PRESENTATIONS (continued)

23. Poem Reading by South Pasadena Poet Laureate Ron Koertge

ADJOURNMENT TO RECEPTION FOR INCOMING MAYOR

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

January 2, 2019	CANCELLED		
January 16, 2019	Regular City Council Meeting	Council Chamber	7:30 p.m.
February 6, 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.

12/13/2018

Date


Miriam Ferrel

Interim Deputy City Clerk