



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

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

Wednesday, September 19, 2018, at 7:30 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: Councilmember Cacciotti

PUBLIC COMMENTS AND SUGGESTIONS

1. CLOSED SESSION

ANNOUNCEMENTS: A Closed Session Agenda has been posted separately

ACTION: No reportable action.

PRESENTATIONS

2. Presentation of a Proclamation Declaring September 25, 2018 as “National Voter Registration Day” in the City of South Pasadena

COMMISSION APPOINTMENTS AND REAPPOINTMENTS

3. Commission Appointments and Reappointments

1. Appoint Noah Parker (12th Grade), Zack Quezada (8th Grade), Ella Chuang (7th Grade), and Camille Whetsel (7th Grade) to the Youth Commission for a full two-year school term from September 19, 2018 until June 30, 2020.

2. Reappoint Piper Fleming (10th Grade), Ismael Khan (10th Grade), and Connor Wang (9th Grade) to the Youth Commission for a full two-year school term from September 19, 2018 until June 30, 2020.

ACTION: Voted 5-0 to approve the recommended action.

COMMUNICATIONS

4. **Councilmembers Communications**
5. **City Manager Communications**
6. **Reordering of and Additions to the Agenda**

CONSENT CALENDAR

ACTION: Voted 5-0 to approve Consent Calendar Item Nos. 7-22 with the exception of Item No. 19.

7. **Minutes of the City Council Meeting of August 15, 2018**

Recommendation

Approve the minutes of the August 15, 2018 City Council Meeting.

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

Recommendation

Approve the City of South Pasadena Prepaid Warrants Nos. 204001 through 204058 in the amount of \$1,574,234.28; General City Warrants Nos. 204218 through 204289 in the amount of \$429,205.87; Payroll dated August 10, 2018, in the amount of \$408,093.76; Payroll dated August 24, 2018 in the amount of \$416,040.08.

9. **Monthly Investment Reports for March 2018 Through July 2018**

Recommendation

Receive and file the monthly investment reports for March 2018 through July 2018.

10. **Adoption of the Resolutions Authorizing Signatories on City Banking Accounts and Related Banking Documents**

Recommendation

1. Adopt a resolution superseding Resolution No. 7561, Authorizing Signatures on City Bank Accounts.
2. Adopt a resolution superseding Resolution No. 7549, Authorizing Signatures on the City LAIF Account.

11. Adoption of a Resolution Amending the Master Schedule of Fees for Service to Remove Incorrect References to Water and Sewer RatesRecommendation

Adopt a Resolution amending the Master Schedule of Fees for service to remove incorrect references to water and sewer rates.

12. Adoption of a Resolution Approving the City of South Pasadena Investment Policy for Fiscal Year 2018-19Recommendation

Adopt a resolution approving the Fiscal Year 2018-19 Investment Policy.

13. Discretionary Fund Request from Councilmember Mahmud for the Purpose of a Give Away Item for the Public Safety Open HouseRecommendation

Approve a Discretionary Fund request by Councilmember Mahmud designating \$250 for the purpose of distributing promotional items for emergency preparedness during the Public Safety Open House.

14. Discretionary Fund Request from Councilmember Joe for Sponsorship for SPARC “Arts for the Community” BenefitRecommendation

Approve a Discretionary Fund request by Councilmember Joe designating \$250 for the purpose of a \$250 sponsorship level supporting South Pasadena Arts Council (SPARC) “Arts for the Community” Benefit.

15. Approve the Cancellation of the Regular City Council Meeting of November 21, 2018Recommendation

Cancel the regularly scheduled City Council meeting of November 21, 2018.

16. Adoption of a Resolution Updating the City’s Conflict of Interest CodeRecommendation

Adopt a resolution amending the City’s Conflict of Interest Code.

17. Award of Contract to Studio Spectrum, Inc. for the Fire Department’s Emergency Operations Center Upgrades for an Amount Not-to-Exceed \$113,416.47 and Appropriation of Funds from the Emergency Operations Center Designated ReservesRecommendation

1. Accept a bid dated August 27, 2018, from Studio Spectrum, Inc., for the Fire Department Emergency Operations Center (EOC) Upgrades (Project).
2. For reasons set forth in the body of the staff report, find that this contract award is not subject to competitive bidding based on Studio Spectrum, Inc., being a sole source for the

control system that will be installed in the EOC.

3. Authorize the City Manager to enter into a contract with Studio Spectrum, Inc., for a not-to-exceed amount of \$113,416.47 for the Project.
4. Appropriate \$195,000 from the EOC designated reserves to the Emergency Preparedness Account No. 101-5010-5012-8020.

18. Approval of a Personnel Cooperation Agreement with the City of San Marino for the Sharing of Fire Department Personnel

Recommendation

Approve the Personnel Cooperation Agreement with the City of San Marino for the sharing of Fire Department personnel resources.

19. Award of Contract to Interwest Consulting Group, Inc., for As-Needed Traffic Engineering Consulting Services

Recommendation

Authorize the City Manager to sign a contract with Interwest Consulting Group, Inc., for a not-to-exceed amount of \$30,000 for as-needed traffic engineering consulting services for Fiscal Year 2018-19.

ACTION: Voted 5-0 to approve the recommended action.

20. Contract Amendment for RKA Consulting Group in the Amount of \$43,950 for Additional Engineering Design Services for Alpha Avenue and Camino Del Sol Street Improvement Project for Not-to-Exceed Total Project Amount of \$115,710

Recommendation

Authorize the City Manager to sign a contract amendment in the amount of \$43,950 for additional engineering design services for the Alpha Avenue and Camino Del Sol Street Improvement Project for a not-to-exceed amount of \$115,710.

21. Acceptance of Project Completion and Authorization to File a Notice of Completion for the Grevelia Street Improvement Project and Authorization to Release Retention Payment to E.C. Construction Company in the Amount of \$18,500

Recommendation

1. Accept the Grevelia 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 \$18,500.
4. Authorize the appropriation of the remaining balance amount of \$46,884 to the phase three of the Monterey Road Street Improvement Project in the Account Number 500-900-9300.

22. Acceptance of Project Completion and Authorization to File a Notice of Completion for the Monterey Road Improvement Project and Authorization to Release Retention Payment to Toro Enterprises, Inc., in the Amount of \$38,000

Recommendation

1. Accept the Monterey Road 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 Toro Enterprises, Inc., in the amount of \$38,000.

ACTION/DISCUSSION

23. Review of Fiscal Impact Report Relating to the Utility Users Tax Repeal Initiative Measure, Pursuant to Elections Code Section 9212, and Approval of a Draft Implementation Plan

Recommendation

Review the fiscal impact analysis, pursuant to Elections Code Section 9212, and approve in concept the draft implementation plan in response to the potential loss of the Utility Users Tax revenue.

ACTION: Voted 5-0 to adopt scenario one with the amendment to have the South Pasadena Public Library open on Sundays for some hours.

24. Approval of the Fiscal Year 2018-19 Water Conservation Rebate Program and Authorization of a Budget Amendment for Water Conservation Capital Improvement Projects

Recommendation

1. The Fiscal Year (FY) 2018-19 water conservation rebates in the amount of \$150,000 funded from the existing FY 2018-19 water efficiency fee project budget.
2. Authorize a budget amendment of \$150,000 from the water efficiency fee fund balance to establish a water conservation capital improvement project program.

ACTION: Voted 5-0 to approve the recommended actions along with the following:

- 1. Requested that Staff create a minimum threshold for residents to qualify for the Drip Irrigation Rebate.**
- 2. Reduce the maximum amount of residential trees from 10 to 5.**
- 3. Add the following City incentive to the MWD landscape transformation rebate program: \$1/sf residential and \$0.50/sf commercial.**
- 4. Add a City incentive matching MWD rebate for cistern's for the residential MWD program.**

5. Perform strong public outreach to promote the new water conservation programs.

25. First Reading and Introduction of an Ordinance Amending Section 2.79-6 (Sunset) of Article IVK (Public Works Commission) to Extend the Sunset of the Public Works Commission by an Additional Year and Adoption of a Resolution Extending the Term Limits of the Freeway and Transportation Commission and Public Works Commission by an Additional Year

Recommendation

1. Read by title only for first reading, waiving further reading, and introduce an Ordinance amending Section 2.79-6 (Sunset) of Article IVK (Public Works Commission) to extend the sunset of the Public Works Commission (PWC) by an additional year.
2. Adopt a Resolution extending the term limits of the currently seated commissioners of the Freeway and Transportation Commission and PWC by an additional year.

ACTION: Voted 5-0 to approve the recommended actions.

REPORTS

26. Receive and File Report on the Progress of Meeting the Goals of the Library Operations Study


Recommendation

Receive and file the “Report on the Progress of Meeting the Goals of the Library Operations Study” and direct staff to provide the City Council with periodic status updates.

ACTION: By consensus, the City Council received and filed the report.

COUNCILMEMBERS COMMUNICATIONS (continued)

ADJOURNMENT

<p><u>10/03/2018</u> Date</p>	<div style="text-align: center;">  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Marc Donohue, MMC Chief City Clerk</p> </div>
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