



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

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

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

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**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**

- 1. CLOSED SESSION ANNOUNCEMENTS:** A Closed Session Agenda has been posted separately

**ACTION: No reportable action.**

**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**

**ACTION: Voted 5-0 to approve Consent Calendar Item Nos. 8-13, and 15 with the exception of Item Nos. 7, 14, and 16.**

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

Recommendation

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

**ACTION: Voted 5-0 to approve the recommended action, as amended.**

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 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.

**ACTION: Voted 5-0 to approve the recommended action, as amended.**

**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**

**THIS ITEM WAS MOVED TO A FUTURE CITY COUNCIL MEETING.**

**ACTION/DISCUSSION**

**17. Update on the 2018 California State Legislative Session**

Recommendation

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

**ACTION: This was an informational item only.**

**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.

**ACTION: Voted 5-0 to approve the recommended action, as amended.**

<b>REPORTS</b>
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**19. Update on Election Results (no staff report)**

**ACTION: This was an informational item only.**

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

**ACTION: This was an informational item only.**

<b>ADJOURNMENT</b>
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11/11/2018

Date



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Marc Donohue, MMC  
Chief City Clerk