



**Wednesday, November 7, 2018**  
**Minutes of the Regular Meeting of the City Council**

**CALL TO ORDER**

A Regular Meeting of the South Pasadena City Council was called to order by Mayor Schneider on Wednesday, November 7, 2018, at 7:30 p.m., in the Amedee O. "Dick" Richards, Jr., Council Chamber, located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL**

**Present:** Councilmembers Cacciotti, Joe, and Mahmud; Mayor Pro Tem Khubesrian; and Mayor Schneider.

**Absent:** None.

**City Staff**

**Present:** City Manager DeWolfe; City Attorney Highsmith; City Clerk Zneimer; and Chief City Clerk Donohue were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

**PLEDGE OF ALLEGIANCE**

Mayor Schneider led the Pledge of Allegiance.

**PUBLIC COMMENTS**

Ann Rector, South Pasadena Resident, discussed the amount of trucks that are utilizing Orange Grove Avenue.

Edward Corey, South Pasadena Resident, thanked the No on Measure N committee for their hard work; discussed the long term financial health of the City.

Brandon Fox, South Pasadena Resident, shared a petition to mitigate traffic issues on Fremont Avenue.

Bianca Richards, South Pasadena Resident, discussed a recent WISPPA meeting; thanked Police Chief Solinsky for attending a recent WISPPA meeting; thanked Deputy City Clerk Jimenez for her service to the City.

John Srebalus, South Pasadena Resident, discussed minimum wage law.

Alexei Shatz, South Pasadena Resident, discussed upcoming meetings of the Caltrans Homes Sub-Committee in South Pasadena.

## **CLOSED SESSION ANNOUNCEMENTS**

### **A. Initiation of Litigation**

CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION, Pursuant to Government Code Section 54956.9(d)(4):

Number of Cases: 1

### **B. Conference with Real Property Negotiators**

CONFERENCE WITH REAL PROPERTY NEGOTIATORS, Pursuant to Government Code Section 54956.8:

Property: 1700 Mission Street, South Pasadena, CA 91030  
(APN No. 5318-014-057)

Agency Negotiators: City Manager Stephanie DeWolfe; City Attorney Teresa L. Highsmith

Negotiating Parties: Lilian M. Myers and Kenneth D. Myers

Under Negotiation: Terms of Payment

Lilian Myers, Member of the Public, provided public comment.

### **C. Conference with Real Property Negotiators**

CONFERENCE WITH REAL PROPERTY NEGOTIATORS, Pursuant to Government Code Section 54956.8:

Properties: 221 San Pascual Avenue, South Pasadena, CA 91030  
(APN Nos. 5716-021-270; 5716-021-271; 5716-021-903;  
5716-021-904)

Agency Negotiators: City Manager Stephanie DeWolfe; City Attorney Teresa L. Highsmith

Negotiating Party: San Pascual Stables, LLC

Under Negotiation: Lease Agreement

City Attorney Highsmith reported that the City Council received briefings and provided direction to staff regarding the agendaized Closed Session Items, but did not take any reportable action.

## PRESENTATIONS

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

Tournament of Roses Committee Past Presidents Alan Vlacich and Janet Benjamin performed the Annual Float Fundraiser Drawing for the Ultimate Tournament of Roses Experience.

### 3. South Pasadena Care Center Update

Julie Miller, Pasadena Care Center Administrator, provided an update on the South Pasadena Care Center.

## COMMUNICATIONS

### 4. Councilmembers Communications

Mayor Pro Tem Khubesrian thanked Deputy City Clerk Jimenez for her seven years of service to the City; commended the No on Measure N Committee for their hard work.

Councilmember Joe thanked Deputy City Clerk Jimenez for her years of service to the City; discussed the recent Senior Halloween Luncheon.

Councilmember Mahmud thanked the residents for re-electing her to a second term; congratulated Councilmember Cacciotti on getting re-elected; thanked the residents for the continuation of the Utility Users Tax.

Councilmember Cacciotti shared a letter from staff to a resident concerning the watering times in Garfield Park; requested the Police Department to perform additional speeding enforcement on State Street; shared photos from the grand opening of Café X2O; residents discussing a new app that provides notifications during emergencies; pictures with residents while campaigning; getting ice cream with the soccer team that he coaches; traveling exhibit from the City of Beijing.

### 5. City Manager Communications

City Manager DeWolfe discussed the upcoming Police Chief recruitment; announced the upcoming Veterans Day Holiday Closure; the cancellation of the November 21<sup>st</sup> City Council meeting.

### 6. Reordering of and Additions to the Agenda

None.

## CONSENT CALENDAR

Councilmember Mahmud pulled Item No. 7 for separate discussion.

Councilmember Cacciotti pulled Item No. 14 for separate discussion.

City Manager DeWolfe pulled Item No. 16 to move it to a future City Council meeting.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER JOE, CARRIED 5-0, to approve Consent Calendar Item Nos. 8-13 and 15.

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

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

Approved 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**

1. Accepted the Mission Street Improvement Project as complete.
2. Authorized the recordation of the Notice of Completion with the Los Angeles County Registrar-Recorder/County Clerk.
3. Authorized 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**

1. Accepted the El Centro Street Improvement Project as complete.
2. Authorized the recordation of the Notice of Completion with the Los Angeles County Registrar-Recorder/County Clerk.
3. Authorized release of retention payment to E.C. Construction Company, in the amount of \$33,370.
4. Authorized 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**

1. Accepted the Installation of a Safety Canopy Structure over the Arroyo Seco Bicycle and Pedestrian Trail along the Arroyo Seco Driving Range as complete.
2. Authorized the recordation of the Notice of Completion with the Los Angeles County Registrar-Recorder County Clerk.
3. Authorized 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**

1. Approved 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. Awarded 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.

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

Adopted 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.

**ITEMS PULLED FROM THE CONSENT CALENDER**

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

Councilmember Mahmud requested language be modified for Item No. 14 from the October 17, 2018 minutes.

Mayor Schneider opened the public comment period.

There being no one desiring to speak on this item, Mayor Schneider closed the public comment period.

MOTION BY COUNCILMEMBER MAHMUD, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, to approve the minutes of the October 17, 2018 City Council Meeting, as amended.

**14. Authorize Purchase of a Police K9 Vehicle for \$27,887 Utilizing COPS Grant Funds**

Councilmember Cacciotti suggested to amend the recommendation to include a letter to be sent to the auto manufactures to strongly suggest that the manufactures develop vehicles with alternative fuels in the future.

Councilmember Mahmud suggested that the letter also include language about the market opportunities in South Pasadena now that the City is embracing 100% renewable energy.

Mayor Schneider opened the public comment period.

There being no one desiring to speak on this item, Mayor Schneider closed the public comment period.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER MAHMUD, CARRIED 5-0, to 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, as amended.

**ACTION/DISCUSSION**

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

Lucy Demirjian, Assistant to the City Manager, presented the staff report and responded to City Council inquiries.

Mayor Schneider opened the public comment period.

There being no one desiring to speak on this item, Mayor Schneider closed the public comment period.

**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**

Craig Koehler, Finance Director and Miriam Lee Ko, Human Resources Manager, presented the staff report and responded to City Council inquiries. Representatives from ADP, LLC and HdL Companies were also present to answer questions.

Mayor Schneider opened the public comment period.

Ellen Wood, South Pasadena Resident, stated that if the City does not transition to a new payroll system, it could leave the City susceptible to fraud; she recommended that the Finance Commission get a chance to review the finance reorganization as well.

There being no one else desiring to speak on this item, Mayor Schneider closed the public comment period.

The City Council discussed the item at length and staff answered related questions. After discussion, the City Council suggested the following additions to the recommended actions:

1. Extension of the promotional period for the duration of the ADP, LLC agreement.
2. Approve the redlined scope of services in the Hdl Companies agreement
3. Refer the item to the Finance Commission for review and comments.

**MOTION BY MAYOR PRO TEM KHUBESRIAN, SECOND BY COUNCILMEMBER MAHMUD, CARRIED 5-0, to:**

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.
6. Extension of the promotional period for the duration of the ADP, LLC agreement.
7. Approve the redlined scope of services in the Hdl Companies agreement.
8. Refer the item to the Finance Commission for review and comments.

## **REPORTS**

### **19. Update on Election Results (no staff report)**

Chief City Clerk Donohue made a presentation and responded to City Council inquiries.

Mayor Schneider opened the public comment period.

There being no one desiring to speak on this item, Mayor Schneider closed the public comment period.

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

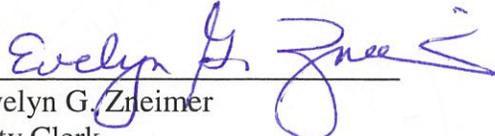
Water Operations Manager Tesfaye made a presentation and responded to City Council inquiries.

Mayor Schneider opened the public comment period.

There being no one desiring to speak on this item, Mayor Schneider closed the public comment period.

**ADJOURNMENT**

Mayor Schneider adjourned the City Council Meeting at 9:45 p.m.

  
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Evelyn G. Zreimer  
City Clerk

  
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Richard D. Schneider, M.D.  
Mayor

Minutes approved by the South Pasadena City Council on December 5, 2018.