



**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, December 19, 2018, at 7:30 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

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

ACTION: No reportable action.

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 individuals to a full three-year term ending December 31, 2021: Catherine Kelly 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)

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

COMMUNICATIONS

7. Councilmembers Communications

8. City Manager Communications

9. Reordering of and Additions to the Agenda

CONSENT CALENDAR

ACTION: Voted 5-0 to approve Consent Calendar Item Nos. 10-13, 16, and 18-20 with the exception of Item Nos. 14, 15, and 17.

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 PayrollRecommendation

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 2018Recommendation

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 DocumentsRecommendation

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

14. 2017/18 Commission Annual ReportsRecommendation

Receive and file the 2017/2018 Commission Annual Reports.

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

Motion: Cacciotti, Second: Khubesrian, to bring back the discussion of banning the use of Roundup & Herbicide in the City.

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 \$34,500Recommendation

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

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

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 \$222,121Recommendation

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.

ACTION: Voted 3-2 to table this item to a future City Council meeting.

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.

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

CITY COUNCIL REQUESTED ITEMS

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

ACTION: Voted 5-0 to approve the proposed letter to the CPUC regarding SCE's Power Procurement Costs.

PRESENTATIONS (continued)

23. Poem Reading by South Pasadena Poet Laureate Ron Koertge

ADJOURNMENT TO RECEPTION FOR INCOMING MAYOR

12/30/2018

Date



Marc Donohue, MMC
Chief City Clerk