



**Wednesday, December 19, 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 Khubesrian on Wednesday, December 19, 2018, at 7:46 p.m., in the Amedee O. "Dick" Richards, Jr., Council Chamber, located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL**

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

**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**

Girl Scout Troop #6771 led the Pledge of Allegiance.

**PUBLIC COMMENTS**

Becky Cheng, Representative from Congresswoman Judy Chu's Office, announced the South Pasadena winners of the Fullbright Awards.

Laurie Wheeler, South Pasadena Chamber of Commerce, announced the upcoming Stroll the Streets and Shop Local event.

Christopher Sutton, South Pasadena Resident, discussed the potential sale of Caltrans owned homes in South Pasadena.

Anne Bagasao, South Pasadena Resident, discussed the officer involved shooting that occurred in August 2018.

Bianca Richards, South Pasadena Resident, discussed the need for additional of crossing guards at South Pasadena schools.

**1. 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. Anticipated Litigation**

CONFERENCE WITH LEGAL COUNSEL—Significant Exposure to Litigation (Government Code Section 54956.9(d)(2))

Number of potential cases: 1

**C. Public Employee Performance Evaluation**

PUBLIC EMPLOYEE PERFORMANCE EVALUATION, Pursuant to Government Code Section 54957(b)(1):

Title: City Manager

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

Kathryn Barger, Los Angeles County Supervisor, administered the oath of office to Mayor Marina Khubesrian, M.D.

**3. Comments by Incoming Mayor**

Mayor Khubesrian thanked the City Council, her family, and the community for their support; outlined her proprieties for the upcoming year.

**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**

Kathryn Barger, Los Angeles County Supervisor, administered the oath of office to City Clerk Evelyn G. Zneimer. Chief City Clerk Donohue presented her with a certificate of election.

**5. Recognition of City Hall Art Gallery Participants**

Mayor Khubesrian presented Certificates of Recognition to City Hall Art Gallery Participants Cyndi Bernel and Michael Provar.

**COMMISSION APPOINTMENTS****6. Commission Appointments and Re-Appointments**

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER SCHNEIDER, CARRIED 5-0, to:

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)

**COMMUNICATIONS****7. Councilmembers Communications**

Councilmember Schneider congratulated Mayor Khubesrian on her appointment as Mayor.

Councilmember Mahmud congratulated Mayor Khubesrian on her appointment as Mayor; stated that Clean Power Alliance is already providing clean renewable energy to South Pasadena businesses; discussed the upcoming Crunch Party taking place on Saturday, December 29<sup>th</sup>.

Mayor Pro Tem Joe shared photos from the recent Breakfast with Santa Event that took place on December 8<sup>th</sup>; the 2018 South Pasadena Senior Citizens Center Holiday Luncheon that took place on December 13<sup>th</sup>.

Councilmember Cacciotti shared photos from the 2018 South Pasadena Senior Citizens Center Holiday Luncheon that took place on December 13<sup>th</sup>; walking his dog at the Arroyo Seco Bicycle & Pedestrian Trail; South Pasadena High School Band playing music on Mission Street; discussed City staff improving the brightness of streetlights in the City; suggested that staff look into the types of LED lights that are being used for streetlights to make sure their safe to use.

**8. City Manager Communications**

City Manager DeWolfe discussed upcoming holiday closures; cancellation of the January 2<sup>nd</sup> City Council meeting; introduced Dan Ojeda, Interim Public Works Director and Tamara Binns, Executive Assistant.

**9. Reordering of and Additions to the Agenda**

None.

**CONSENT CALENDAR**

Councilmember Cacciotti pulled Item No. 14 for separate discussion.

Councilmember Mahmud pulled Item No. 15 for separate discussion.

Councilmember Schneider pulled Item No. 17 for separate discussion.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER MAHMUD, CARRIED 5-0, to approve Consent Calendar Item Nos. 10-13, 16, and 18-20.

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

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

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

Approved 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**

Received and filed 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**

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

**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**

Approved 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.

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

Accepted 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**

Authorized 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**

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

**ITEMS PULLED FROM THE CONSENT CALENDER**

**14. 2017/18 Commission Annual Reports**

The City Council discussed the item.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY MAYOR KHUBESRIAN, to bring back the discussion of banning the use of Roundup and Herbicide in the City.

Mayor Khubesrian opened the public comment period.

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

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY MAYOR PRO TEM JOE, CARRIED 5-0, to 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**

Councilmember Mahmud noted that an additional document was received that modified the scope of services for the professional services agreement.

Mayor Khubesrian opened the public comment period.

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

MOTION BY COUNCILMEMBER MAHMUD, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, to approve a professional services agreement with Matrix Consulting Group for an amount not to exceed \$34,500, as amended.

**17. Adoption of an Administrative Minutes Policy**

The City Council discussed the item and Chief City Clerk Donohue answered related questions.

The following concerns were discussed by the City Council during the discussion:

1. Looking into a mobile encoder device so that commissions did not have to meet in the Council Chamber; and
2. Potentially asking commissioners to prepare their own summary minutes; and
3. Receiving feedback from commissioners on the proposed policy; and
4. Having staff research the standards in other cities regarding the recording of commission meetings.

Mayor Khubesrian opened the public comment period.

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

MOTION BY COUNCILMEMBER MAHMUD, SECOND BY COUNCILMEMBER SCHNEIDER, CARRIED 3-2 (MAYOR KHUBESRIAN & COUNCILMEMBER CACCIOTTI VOTING NO), to table this item to after the scheduled Commissioners Congress on February 28, 2019 and for staff to look into the following: (1) a potential mobile encoder device; (2) potentially asking commissioners to prepare their own summary minutes; (3) receive feedback from commissioners on the proposed policy; and (4) research standards in other cities regarding the recording of commission meetings.

**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**

Human Resources Manager Lee Ko summarized the staff report and responded to City Council inquiries. She noted that the recommendation should reflect four job description instead of three.

Mayor Khubesrian opened the public comment period.

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

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

1. Approve amendments to four 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**

Councilmember Mahmud presented the item and responded to City Council inquiries.

Mayor Khubesrian opened the public comment period.

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

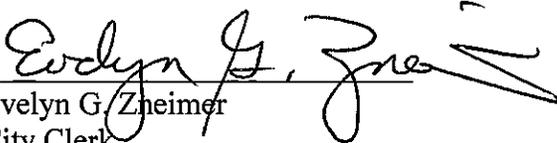
MOTION BY COUNCILMEMBER MAHMUD, SECOND BY COUNCILMEMBER CACCIOTTI, CARRIED 5-0, to approve the proposed letter to the California Public Utilities Commission Regarding Southern California Edison Power Procurement Costs.

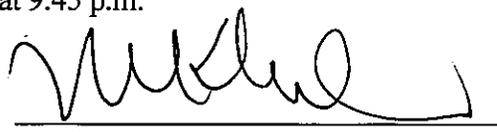
**PRESENTATIONS (continued)**

**23. Poem Reading by South Pasadena Poet Laureate Ron Koertge**

**ADJOURNMENT**

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

  
 Evelyn G. Zheimer  
 City Clerk

  
 Marina Khubesrian, M.D.  
 Mayor

Minutes approved by the South Pasadena City Council on January 16, 2019.