



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

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

Wednesday, February 6, 2019, at 7:30 p.m.

*In order to address the City Council, please complete a Public Comment Card.
Time allotted per speaker is three minutes.
No agenda item may be taken after 11:00 p.m.*

CALL TO ORDER: Mayor Marina Khubesian, 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 Khubesian, M.D.

PLEDGE OF ALLEGIANCE: Mayor Pro Tem Robert S. Joe

PUBLIC COMMENTS AND SUGGESTIONS

(Time limit is three minutes per person)

The City Council welcomes public input. Members of the public may address the City Council by completing a public comment card and giving it to the Chief City Clerk prior to the meeting. At this time, the public may address the City Council on items that are not on the agenda. Pursuant to state law, the City Council may not discuss or take action on issues not on the meeting agenda, except that members of the City Council or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

1. CLOSED SESSION

ANNOUNCEMENTS: A Closed Session Agenda has been posted separately

PRESENTATIONS

2. Certificate of Recognition of Art Gallery Participant

3. Proclamation – Nelbert Chouinard Day

- 4. **Merchant Minute – Café X2O**
- 5. **Purple Communication Presentation**

COMMISSION APPOINTMENTS

6. **Commission Appointments**

Recommendations

1. Appoint the following individuals to partial terms: Steven Friedman to the Cultural Heritage Commission (term ending December 31, 2020); Fredrick Findley to the Finance Commission (term ending December 31, 2020); Edwin Choi to the Finance Commission (term ending December 31, 2019); and Alan Ehrlich to the Public Safety Commission (term ending December 31, 2020).
2. Appoint the following individuals to the Public Art Commission: Howard Spector to the Public Art Commission (Councilmember Schneider Appointment; term ending December 31, 2020); Betty Avila to the Public Art Commission (Councilmember Mahmud Appointment; term ending December 31, 2022); Jeffrey Burke to the Public Art Commission (Councilmember Cacciotti Appointment; term ending December 31, 2022); Steven Wong to the Public Art Commission (Mayor Pro Tem Joe Appointment; term ending December 31, 2020); Jaz Sawyer to the Public Art Commission (Mayor Khubesrian Appointment; term ending December 31, 2020).

COMMUNICATIONS

7. **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.

8. **City Manager Communications**

9. **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

10. Minutes of the City Council Meeting of January 16, 2019

Recommendation

Approve the minutes of the January 16, 2019 City Council Meeting.

11. Prepaid Warrants, General City Warrants, and Payroll

Recommendation

Approve the City of South Pasadena Prepaid Warrants Nos. 205614 through 205728 in the amount of \$329,588.55; General City Warrants Nos. 205729 through 205861 in the amount of \$1,356,807.14; and Payroll dated January 11, 2019 and January 25, 2019, in the amount of \$ 1,352,859.50.

12. Second Reading and Adoption of an Ordinance, Amending Chapter 34 (Trees and Shrubs) of the South Pasadena Municipal Code

Recommendation

Read by title only for second reading, waiving further reading, and adopt an ordinance entitled “An Ordinance of the City Council of the City of South Pasadena, California, amending Chapter 34 (Trees and Shrubs) of the South Pasadena Municipal Code.”

13. Second Reading and Adoption of an Ordinance Revising Article IV (Boards and Commissions – General Provisions) of the South Pasadena Municipal Code to Provide Clarification on Commission Terms and to Require Brown Act Training for Commissioners

Recommendation

Read by title only for second reading, waiving further reading, and adopt an Ordinance revising Article IV (Boards and Commissions – General Provisions).

14. Authorize the City Manager to Execute a Professional Services Agreement with Right of Way, Inc. Not to Exceed \$72,805 on Behalf of the 626 Golden Streets Mission to Mission Ciclovía Working Group for the 626 Golden Streets Mission to Mission Ciclovía

Recommendation

Authorize the City Manager to execute a Professional Services Agreement with Right of Way, Inc. not to exceed \$72,805 on behalf of the 626 Golden Streets Mission to Mission (Mission to Mission) Ciclovía Working Group for the Mission to Mission event to be held on May 19, 2019.

15. Acceptance of Project Completion and Authorization to File a Notice of Completion for the Garfield Avenue Improvement Project and Authorization to Release Retention Payment to Sully-Miller Contracting Co. in the Amount of \$57,203

Recommendation

1. Accept the Garfield Avenue 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 Sully-Miller Contracting Co. (Contractor), in the amount of \$57,203; and
4. Authorize the appropriation of the remaining balance amount of \$75,157 to the phase three of the Monterey Road Street Improvement Project in the Account Number 104-9000-9203.

16. Authorize a Contract Amendment with LA Solutions for Engineering Resources (LASER), LLC for On-Call Public Works and Project Management Support Services in an Amount Not-to-Exceed \$30,000 for a Total Not-to-Exceed Contract Amount of \$54,900

Recommendation

Authorize the City Manager to execute a Contract Amendment with LASER, LLC, in an additional not-to-exceed amount of \$30,000, for on-call public works and project management support services.

17. Award a Contract to Lotus Communications, LLC to Replace the Current Cabling Infrastructure in Several City Facilities and the Purchase of Network Switches, Ports, and Hardware for an Amount Not-to-Exceed \$141,280

Recommendation

1. Accept a bid dated November 12, 2018, from Lotus Communications, LLC to replace the current cabling infrastructure in several City facilities and the purchase of associated network switches, ports and hardware (Project); and
2. For reasons set forth in the body of this report, find that this contract award is not subject to competitive bidding based on Lotus Communications, LLC, being a sole source for the cabling and infrastructure system that will be installed in City Facilities; and
3. Authorize the City Manager to enter into a contract with Lotus Communications, LLC for an amount not to exceed \$141,280 for the Project.

18. Acceptance of Project Completion and Authorization to File a Notice of Completion for the Fire Department's Emergency Operations Center Upgrades and Authorization to Release Retention Payment to Studio Spectrum, Inc., in the Amount of \$5,670.82.of Completion – Fire Department EOC

Recommendation

5. Accept the Fire Department's Emergency Operations Center Upgrades (Project) as complete;
6. Authorize the recordation of the Notice of Completion with the Los Angeles County Registrar-Recorder County Clerk; and
7. Authorize release of retention payment to Studio Spectrum, Inc., (Contractor), in the amount of \$5,670.82.

19. Adoption of a Resolution Authorizing the County of Los Angeles Agriculture Commissioner to Inspect and Abate Weeds, Brush and Native Vegetation Declared to be an Existing or Potential Fire Hazard, and Schedule a Public Hearing to be Held on February 20, 2019 to Hear Objections or Protests to the Vegetation Management Program

Recommendation

Adopt the resolution authorizing the County of Los Angeles Agriculture Commissioner to inspect and abate weeds, brush and native vegetation declared to be an existing or potential fire hazard, and schedule a Public Hearing to be held on February 20, 2019 to hear objections or protests to the vegetation management program.

20. Approve a Purchase Order with Advanced Traffic Solutions, LLC for advanced traffic controller software in the amount of \$65,000

Recommendation

Approve a Purchase Order with Advanced Traffic Solutions, LLC in the amount of \$65,000, for the purchase of advanced traffic controller software (known as D4).

21. Authorize the Purchase of Sodium Hypochlorite from Matt Chlor, Inc. for the breakpoint chlorination operation in an amount not to exceed \$34,000

Recommendation

Authorize the City Manager to purchase the Sodium Hypochlorite from Matt Chlor, Inc., and issue the Purchase Order for a total not-to-exceed \$34,000 for the break point chlorination system.

22. Approval of First Amendment to City Manager Employment Agreement

Recommendation

Approve the First Amendment to Employment Agreement for Stephanie DeWolfe, City Manager, to provide a 2.5% increase in compensation and also pay \$175/month as taxable reimbursement for the increased monthly cost of insurance premiums.

23. Authorization to Execute a Contract Amendment with PayTech for Implementation of Additional Payroll Administration Software and Hardware for a Total Not To Exceed Amount of \$60,000

Recommendation

It is recommended that the City Council authorize the City Manager to execute an amended agreement with PayTech to assist with the implementation of additional payroll administration software and hardware for an additional \$40,500 for a new total not-to-exceed contract amount of \$60,000

PUBLIC HEARINGS

24. Public Hearing and Adoption of a Resolution Amending the Master Schedule of Fees to Establish a Permit Fee for Sidewalk Vending

Recommendation

Conduct a public hearing and adopt a resolution amending the Master Schedule of Fees and establish a fee for a sidewalk vending permit.

ACTION/DISCUSSION

25. Receive and File Summary of Future Housing Policy Issues Regarding Accessory Dwelling Units and Inclusionary Housing

Recommendation

Discuss preliminary ideals and proposals regarding an update to the City's housing policy initiatives specifically concerning Accessory Dwelling Units (ADUs) and Inclusionary Housing.

26. First Reading and Introduction of an Ordinance to the South Pasadena Municipal Code Regulating a Police Department Tow Service Through a Non-exclusive Franchise Agreement

Recommendation

Read by title only for the first reading, waiving further reading, and introduce an Ordinance to the South Pasadena Municipal Code (SPMC) regarding procedures and requirements for a Police Tow Services Franchise.

ADJOURNMENT

**FUTURE CITY COUNCIL MEETINGS
(OPEN SESSION)**

February 20, 2019	Regular City Council Meeting	Council Chamber	7:30 p.m.
March 6, 2019	Regular City Council Meeting	Council Chamber	7:30 p.m.
March 20, 2019	Regular City Council Meeting	Council Chamber	7:30 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

Prior to meetings, City Council Meeting agenda packets are available at the following locations:

- City Clerk’s Division, City Hall, 1414 Mission Street, South Pasadena, CA 91030;
- South Pasadena Public Library, 1100 Oxley Street, South Pasadena, CA 91030; and
- City website: www.southpasadenaca.gov/agendas

Agenda related documents provided to the City Council are available for public inspection in the City Clerk’s Division, and on the City’s website at www.southpasadenaca.gov/agendas. During the meeting, these documents will be available for inspection as part of the “Reference Binder” kept in rear of the City Council Chamber.

Regular meetings are broadcast live on Spectrum Channel 19 and AT&T Channel 99. Meetings are also streamed live via the internet at www.southpasadenaca.gov/agendas.

AGENDA NOTIFICATION SUBSCRIPTION

Individuals can be placed on an email notification list to receive forthcoming agendas by calling the City Clerk’s Division at (626) 403-7230.

ACCOMMODATIONS



The City of South Pasadena wishes to make all of its public meetings accessible to the public. Meeting facilities are accessible to persons with disabilities. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Hearing assistive devices are available in the Council Chamber. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City’s website as required by law

01/31/2019

Date

Juan Esquivel, MPA
Deputy City Clerk