



Wednesday, March 18, 2020
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 Joe on Wednesday, March 18, 2020, at 8:51 p.m., in the Council Chamber, located at 1424 Mission Street, South Pasadena, California.

ROLL CALL

Present: Councilmembers Cacciotti, Khubesrian, and Schneider; Mayor Pro Tem Mahmud; and Mayor Joe. (Councilmember Schneider attended via phone).

Absent: None

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

PLEDGE OF ALLEGEANCE

Given that a Special City Council Meeting immediately preceded this Regular Meeting, the Pledge of Allegiance was not repeated, as it was conducted at the beginning of the Special Meeting.

SPECIAL PRESENTATION

1. Coronavirus Update and Discussion

City Manager DeWolfe provided a PowerPoint presentation and an update on the Safer from Home protocols that Los Angeles County has implemented to prevent the spread of COVID-19. Other directors continued the PowerPoint presentation and provided information on their respective department's modified work plans to also help prevent the spread of COVID-19 while sustaining City services.

Directors presenting were: Fire Chief Paul Riddle (provided a general report in addition to a report on the Fire Department); Police Chief Joe Ortiz; Kristine Courdy, Deputy Director of Public Works; Sheila Pautsch, Director of Community Services; Margaret Lin, Manager of Long Range Planning and Economic Development (Planning and Building Department);

Cathy Billing, Library Director; Karen Aceves, Finance Director; Lucy Demirjian, Assistant to the City Manager (Management Services); and Laurie Wheeler (South Pasadena Chamber of Commerce).

City Council had various questions and comments throughout the presentation for each department and the Chamber of Commerce, including questions on restaurant operations; how tests would be administered; hospital protocols; cancellation of public meetings or new systems for running public meetings; concerns over homeless populations; City's online services; enforcement of parking regulations; effects on stables, and tennis courts; library services; budget planning; etc.

Staff as well as Ms. Wheeler provided responses accordingly.

No public comment provided on this item.

2. CLOSED SESSION ANNOUNCEMENTS

A. Public Employee Performance Evaluation

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

Title: City Manager

B. Existing Litigation

CONFERENCE WITH LEGAL COUNSEL—Existing Litigation, Pursuant to Government Code Section 54956.9(d)(1):

1. Smith v. City of South Pasadena
2. Rubin v. City of South Pasadena, et. al.

C. Initiation of Litigation

CONFERENCE WITH LEGAL COUNSEL - Initiation of Litigation
(Government Code § 54956.9(d)(4))
Number of Potential Cases: 1

Assistant City Attorney Jared reported the following:

Item A – The matter was discussed with no reportable action taken.

Item B – Case 1

City Council received a briefing. City Council provided direction to the City Attorney, with no reportable action taken.

Item B – Case 2

City Council discussed with Special Counsel, with no direction provided and no reportable action taken.

Item C – City Council discussed the matter, with no reportable action taken.

PUBLIC COMMENTS

Chief City Clerk Ayala announced public comments were received in writing via email from the following individuals on general topics. Comments received would be uploaded to Additional Documents and become part of the final meeting record.

- Josh Albrekston – written public comment for public meetings
- Josh Albrekston – Griffins on Mission Street
- Patrick Kirchen – businesses not following mandates
- Ave Baga – Griffins of Kinsale
- Tim – Griffins of Kinsale

COMMUNICATIONS

3. Councilmembers Communications

Councilmember Cacciotti requested a second to have the Public Safety Commission and Natural Resources Environmental Commission review for a proposed ordinance the issue of banning gas-powered leaf blowers. A second was provided by Mayor Pro Tem Mahmud. Councilmember Cacciotti also requested a second to have the Finance Commission and Parks and Recreation Commission provide an opinion on enterprise funds the City is receiving, such as from the golf course, tennis courts, etc. and opine on what percentage of funds should go to general funds, and which percentage should be set aside for capital improvements, etc. A second was provided by Mayor Pro Tem Mahmud.

Councilmember Khubesrian asked Parks and Recreation Commission to look into promoting Pickle ball. A second was provided by Councilmember Cacciotti. Councilmember Khubesrian thanked City staff, Council, and residents for their efforts during the changes the COVID -19 pandemic has brought to the community.

Councilmember Schneider asked that the Public Safety Commission be involved as much as possible and allow for their input as the City deals with the current pandemic issues. A second was provided by Councilmember Cacciotti.

Mayor Pro Tem Mahmud asked for a report from staff regarding the incident involving Griffins of Kinsale, and what the ramifications are with what took place. A second was provided by Councilmember Cacciotti. Mayor Pro Tem Mahmud also reminded the community that additional information regarding COVID-19 can be found online at covid19.ca.gov.

Mayor Joe thanked City staff for their efforts in working through the changes brought on by the COVID-19 pandemic. Mayor Joe asked if updates can be provide to Council regarding the ongoing changes and safety measures the City must take. City Manager DeWolfe provided a brief update on expected changes, assured essential services and utility services will continue to operate, and that the City will continue to provide updates via the City's website and social media.

4. City Manager Communications

No reports were provided by City Manager DeWolfe.

5. Reordering of and Additions to the Agenda

No reordering of agendas items.

CONSENT CALENDAR

Chief City Clerk Ayala announced Additional Documents for Item Nos. 11 and 15.

Councilmember Cacciotti asked that Agenda Item #14 (**Fiscal Year 2019-20 Water Conservation Rebate program Status Update**) be moved to a future meeting. Mayor Pro Tem Mahmud added that she has also suggested that the City publicize the rebates that are available in the utility billing and increase posting on the City's website.

Council agreed to bring the item back at a future meeting.

Chief City Clerk Ayala announced the City received one public comment via e-mail for Item No. 12 by Chris Bray.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER KHUBESRIAN, CARRIED 5-0, to approve Consent Calendar Items Nos. 6-13, and 15-17, with the inclusion of the amendments as presented on Additional Docs for Agenda Item Nos. 11 and 15.

6. Approval of Prepaid Warrants in the Amount of \$142,486.71, ACH Payment in the Amount of \$7,198.61, and General City Warrants in the Amount of \$528,816.11.

City Council approved the Warrants as Prepaid Warrants in the Amount of \$142,486.71, ACH Payment in the Amount of \$7,198.61, and General City Warrants in the Amount of \$528,816.11.

7. 2019 Commission Annual Reports & 2020 Commission Work Plans

City Council received and filed the 2019 Commission Annual Reports and the 2020 Commission Work Plans.

8. Second Reading and Adoption of an Ordinance No. 2345 for Zoning Code Amendment 0063-ZCA Amending Section 36.300.040 (Height Limits and Exceptions) of Division 36.300 (General Property Development and Use Standards) of Article 3 (Site Planning and General Development Standards) of Chapter 36 (Zoning) of the South Pasadena Municipal Code Regarding Parkway Landscaping Height Limits at Intersections

City Council adopted Ordinance No. 2345 for Zoning Code Amendment 0063-ZCA amending Section 36.300.040 (Height Limits and Exceptions) of Division 36.300 (General Property Development and Use Standards) of Article 3 (Site Planning and General Development Standards) of Chapter 36 (Zoning) of the South Pasadena Municipal Code (SPMC) Regarding Parkway Landscaping Height Limits at Intersections.

9. Adoption of a Resolution No. 7644 Approving Final Parcel Map No. 73833 for 1412 El Centro Street

City Council:

1. Adopted Resolution No. 7644 entitled “A Resolution of the City Council of the City of South Pasadena, California, approving Final Parcel Map No. 73833 (Parcel Map) for 1412 El Centro Street (Attachment 1); and
2. Authorized the recordation of the Final Parcel Map (Attachment 2) with the Los Angeles County Registrar-Recorder/County Clerk.

10. Adoption of a Resolution No. 7645 Initiating the Proceedings and Ordering of the Preparation of the Engineer’s Report for Fiscal Year 2020-21 Lighting and Landscaping Maintenance District

City Council:

1. Adopted the attached Resolution No. 7645 initiating the proceedings for the Fiscal Year (FY) 2020-21 Lighting and Landscaping Maintenance District (LLMD); and
2. Authorized the preparation of the Engineer’s Report for the annual levy and collection of assessments.

11. Adoption of a Resolution No. 7643 Authorizing Submittal of an Application to Participate in the Beverage Container Recycling Payment Program

City Council:

1. Adopted Resolution No. 7643 authorizing the submittal of a grant application to participate in the State of California Department of Resources Recycling and Recovery’s (CalRecycle) Beverage Container Recycling Payment Program; and
2. Authorized the City Manager to execute all documents required to obtain the grant.

Additional Documents reflect changes to the language in Section 1 and Section 2 and the addition of a second paragraph to specify how the City plans to participate in the CalRecycle's Beverage container Recycling Payment Program.

12. Award of Construction Contract to Cerco Engineering in the Amount of \$107,000, for the City Hall Courtyards Project and Authorize a Ten Percent Construction Contingency of \$10,700 for a Total Not to Exceed Amount of \$117,700

City Council:

1. Awarded the construction contract to Cerco Engineering in the amount of \$107,000 for the City Hall Courtyard Project; and
2. Authorized a construction contingency ten percent in the amount of \$10,700 for a total not to exceed amount of \$117,700.

13. Approval of the Creation of a Traffic Enforcement Bureau in the Police Department

City Council:

1. Approved the creation of a Traffic Enforcement Bureau (Bureau) in the Police Department (Bureau); and
2. Approved Converting an existing officer position to a corporal position to oversee the Bureau.

14. Fiscal Year 2019-20 Water Conservation Rebate Program Status Update

Recommendation

~~It is recommended that the City Council receive and file the Fiscal Year (FY) 2019-20 water conservation rebates and programs mid-year status.~~

Item No. 14 was pulled by Councilmember Cacciotti and continued to a future meeting.

15. Approve Fiscal Year 2020/21 Budget Outreach Program

City Council approved the Fiscal Year (FY) 2020/21 Budget Outreach Communications Plan.

Additional Documents reflect changes to the budget outreach including:

- Moving outreach to online platforms such as Zoom and Open Town Hall Forums
- One additional outreach meeting specifically for commissioners
- Online engagement/Survey tool

16. Receive and File Water and Sewer Service Charges Increase for Calendar Year 2020

City Council approved to receive and file the water and sewer rates for Calendar Year (CY) 2020.

17. Approval of the 2019 Annual Housing Report to be Submitted to the State Department of Housing and Community Development

City Council approved the 2019 Annual Housing Report to be submitted to the State Department of Housing and Community Development (HCD) as presented.

ADJOURNMENT

Mayor Joe announced the next regular City Council Meeting on April 15. There being no further business, at 11:07 p.m. Mayor Joe adjourned the meeting.

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Evelyn G. Zneimer
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Evelyn G. Zneimer
City Clerk

DocuSigned by:
Robert S. Joe
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Robert S. Joe
Mayor