



**Wednesday, November 6, 2019**  
**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, November 6, 2019, at 9:28 p.m., in the 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 Ayala were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

**PLEDGE OF ALLEGIANCE**

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.

At this time, Mayor Khubesrian announced that Agenda Item No. 22 would be addressed first.

**22. Approve Expansion of Outreach Efforts in Response to Pending Tenant Evictions and Rent Increases**

Margaret Lin, Manager of Long Range Planning and Economic Development, presented the staff report.

Ms. Lin introduced Chancela Al-Mansour, Executive Director, of the Housing Rights Center. Ms. Al-Mansour explained the resources offered to tenants through the Housing Rights Center, briefly spoke on tenant rights, and also offered the audience to partake of the agency's literature that was available.

Public Comment:

Emilia Lomeli Fannon (South Pasadena Resident): expressed the difficulty she has experienced in getting in contact with City personnel.

MOTION BY COUNCILMEMBER SCHNEIDER, SECOND BY MAYOR PRO TEM JOE, CARRIED 5-0 TO approve expansion of outreach efforts in response to pending tenant evictions and rent increases.

At this time the meeting resumed its normal order.

## 1. CLOSED SESSION ANNOUNCEMENTS

### A. Anticipated Litigation

CONFERENCE WITH LEGAL COUNSEL—Anticipated Litigation, Pursuant to Government Code Section 54956.9(d)(2):

Number of Potential Cases: 2

City Attorney Highsmith reported the following:

Item A – City Council received briefings on two separate matters of potential litigation. Direction was provided by City Council for City Attorney, with no action taken.

## PRESENTATIONS

### 2. Introduction of Director of Planning and Community Development, Joanna Hankamer

City Manager DeWolfe introduced Ms. Hankamer and provided a brief professional background of Ms. Hankamer. Ms. Hankamer thanked the City Council for the opportunity.

## PUBLIC COMMENTS

Sorrel Barnard (South Pasadena Resident): Expressed concerns over traffic safety around El Centro/Orange Grove intersection and possible danger to pedestrians. Asks that City Council commission a traffic safety survey.

Bill Shuttic (Instructor at South Pasadena Senior Center): Expressed concern over not having received payment for work completed at South Pasadena Senior Center.

Stephen Rossi (South Pasadena Resident): Expressed community's concern over proper oversight of City government; the recent inspection and warrant being served at the residence of Alisson Smith; City's response to questions regarding said inspection and warrant served at the Smith Residence; City's ability and efforts towards remediation of the case with Ms. Smith.

Sheila Rossi (South Pasadena Resident): Expressed concern over the warrant served at the residence of Alisson Smith and the handling of the inspections of alleged code enforcement violations. Ms. Rossi further asked the Council: If they could promise that the complaint on the Smith residence was not filed by a City Official? If Council was comfortable with calls being made to report unspecified code violation and an inspection ensuing thereafter on their own homes? If Council was willing to submit to the same level of inspection by independent City contractors? Ms. Rossi also requests the City look into why the City's Sewer System Management Program is not available online, and the lack of staff training in emergency response to sewer overflows.

Mark Gallatin (South Pasadena Preservation Foundation): Announced invitation to upcoming fundraiser event, Author's Night with special guest Chip Jacobs.

Steve Zikman (South Pasadena Resident): Supports the comments of Mr. Stephen Rossi and Ms. Sheila Rossi, and seeks information and transparency to the handling of the code violations at the Alisson Smith residence.

Bianca Richards (South Pasadena Resident): Ms. Richards read a statement from Ms. Sheila Tully regarding the handling and management of the sewer spill that took place at the Alisson Smith residence.

Wendy Snow (South Pasadena Resident): Expressed concerns over pedestrian safety on the Fair Oaks/Mission Ave. intersection.

Anne Bagasao (South Pasadena Resident): Shared the recent experience of another resident having their water and heat shut-off, and how this presented a possible code violation, and perhaps a warrant should be sought for that violation. Also shared her recent reporting of possible code violations at a neighboring property and the response from Code Enforcement. Urges City Council to address other code enforcement violation issues in the City.

Councilmember Cacciotti asked that staff look into Ms. Bagasao's item.

## **COMMUNICATIONS**

### **3. Councilmembers Communications**

Councilmember Schneider announced that the November 20, 2019 Meeting will be taking place (and will not be cancelled).

Councilmember Cacciotti reported on the following, with displayed corresponding pictures: Traffic Safety being conducted by law enforcement officer on Brent Ave.; attendance at Holy Family Fair; Cub Scout Tour with Fire and Police Departments; his AQMD presentation at Rosemead City Council Meeting; attendance at Open Street Event in South El Monte; Hydrogen Fuel Cell Station; attendance at Promotion Ceremony for Fire Personnel; and attendance at the recent *Vecinos* event.

Councilmember Mahmud thanked the voters who participated in the November 5<sup>th</sup> Special Election, in particular those who voted Yes on Measure A. Councilmember Mahmud further acknowledged Yuki Cutcheon and Dean Serwin, Co-Chairs for the Measure A committee.

At this moment, Mayor Pro Tem Joe added that he, too, would also like to officially thank the members of the committee on behalf of the City. A congratulatory slide was displayed thanking the South Pasadena Committee for Fiscal Stability 2019 – Yes on Measure A, and the Committee’s members: Sally Kilby (additional recognition as Honorary Co-Chair); Dean Serwin; Yuki Cutcheon; Saida Staudenmaier; Zahir Robb; Bianca Richards; Ellen Wood; Margaret Lee; Betty Emirhanian; Jeff Rosenberg; Lisa Rosenberg; Ed Donnelly; and Kim Hughes.

Councilmember Mahmud requested a second to agendaize an item at a future meeting for \$1,500 from her discretionary funds for the Ray Bradbury fused glass window at the Library. Councilmember Schneider provided the second. Councilmember Mahmud further asks that fellow Councilmembers consider doing the same to help fund that effort.

Lastly, Councilmember Mahmud announced she would be attending the California Community Choice Aggregation Annual Conference in Redondo Beach and further elaborated on the conference’s focus.

Mayor Pro Tem Joe reported on having participated in the Library Preschool Story Time on October 7<sup>th</sup> along with members of the Police Department (picture displayed).

Mayor Khubesrian reported on the following: encouraging all to monitor their health given the unhealthy air quality due to recent fires; further thanked the Measure A committee; acknowledged the installment of the new art exhibit by 11:11 A Collaborative Collection; announced the upcoming meeting on the City’s Climate Action Plan; invited all to the upcoming Coffee with City Manager and Mayor scheduled for November 7<sup>th</sup>; and announced that tonight’s Agenda Item No. 21 would be moved to the November 20<sup>th</sup> Council Meeting.

**4. City Manager Communications**

City Manager DeWolfe reported on the upcoming General Action Plan meetings (flyer displayed).

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

None.

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## **CONSENT CALENDAR**

Chief City Clerk Ayala asked that Council consider and include Additional Documents in their motions for agenda items Nos. 6, 7, 9, 13, and 14. Copies of the Additional Documents are provided for the public in the back of the Council Chambers and were also uploaded online prior to the City Council Meeting.

Councilmember Cacciotti pulled Agenda Item No. 17 for separate discussion.

Councilmember Mahmud pulled Agenda Item No. 18 for separate discussion.

**MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER MAHMUD, CARRIED 5-0, to approve Consent Calendar Items Nos. 6 through 18 to include revisions in accordance with Additional Documents provided (see Agenda Item Nos. 6, 7, 9, 13, and 14 for detail).**

### **6. Minutes of the Regular City Council Meeting on August 21, 2019**

Additional Documents correction on Minutes Page 3 of 8, second paragraph under “6. Councilmember Communications” to add correct title of presentation, “...for their recent presentation on Living with Wildlife, in collaboration...”

### **7. Minutes of the Special City Council Meeting on September 11, 2019**

Additional Documents correction on Minutes Page 3 of 5, first name after “Public Comments”, Dr. Tom Williams, correction on Dr. Williams’ affiliation to be “Representative for Citizens Coalition for a Safe Community”.

### **8. Minutes of the Regular City Council Meeting on September 18, 2019**

### **9. Minutes of the Regular City Council Meeting on October 2, 2019**

Additional Documents correction on Minutes Page 6 of 9, Action description under item 2 of the motion (above “Consent Calendar”) to add correction to the motion no. 2 to be “2. Deny the Appeal...”

### **10. Prepaid Warrants, General City Warrants, and Payroll**

Approved the City of South Pasadena Prepaid Warrants Nos. 308603 - 308646 in the amount \$459,496.3 (less \$1,756.04 in Voids); General City Warrants Nos. 308764 - 308947 in the amount of \$1,646,535.16; and Wire Transfers in the amount of \$4,026,490.38.

### **11. Monthly Investment Reports for August 2019**

Receive and file the monthly investment reports for August 2019.

**12. Approve Proposed Ray Bradbury Fused Glass Window Project**

Approved the proposed Ray Bradbury Fused Glass Window (Project) for the Ray Bradbury Conference Room in the South Pasadena Library.

**13. Authorize the First Amendment to the Professional Services Agreement with CirclePoint to Facilitate Additional Housing Outreach in the Amount of \$6,363 for a Total-Not-To-Exceed Amount of \$35,863**

Authorized the City Manager to execute the first amendment to the Professional Services Agreement with CirclePoint to facilitate additional housing outreach in the amount of \$3,800 \$6,363 for a total not-to-exceed amount of \$33,300 \$35,863.

Additional Documents reflect the reduced scope of work and budget from CirclePoint for additional housing outreach in the amount of \$3,800 for a total not to exceed \$33,300.

**14. Authorize the First Amendment to the Professional Services Agreement with Psomas to Complete the Environmental Impact Report by Adding a Subcontract with Iteris to Analyze and Adopt a Vehicle Miles Traveled Threshold in the Amount of \$41,942 for a Total Not-To-Exceed Amount of \$140,422**

Authorized the City Manager to execute the first amendment to the Professional Services Agreement with Psomas to add a subcontract with Iteris to analyze and develop a Vehicle Miles Traveled threshold, per State law, to be incorporated into the Program Environmental Impact Report for the General Plan Update and Downtown Specific Plan in the amount of \$41,942 for a total not-to-exceed amount of \$140,422.

Additional Documents revise the recitals on the contract amendment to correctly reflect that the original contract was approved by the City Council, rather than the City Manager.

**15. Receive and File the Fiscal Year 2019-20 Strategic Plan First Quarter Update**

Receive and file the first quarter update of the Fiscal Year (FY) 2019-20 Strategic Plan Objectives.

**16. Receive and File the First Quarter Fiscal Year 2019-20 Capital Improvement Plan Project Updates**

Receive and file the first quarter Fiscal Year 2019-20 Capital Improvement Plan (CIP) Project updates.

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**ITEMS PULLED FOR SEPARATE DISCUSSION:**

At this time Mayor Khubesian announced that Agenda Item No. 17 would be addressed next.

**17. Award of Construction Contract to EC Construction Company for Citywide Bike Parking at Various Locations for an Amount Not-to-Exceed \$204,780 in Grant Funds**

Public Comment:

Wes Reutermann (Representing Active San Gabriel Valley): Expressed support of the Bike Parking Grant; the impact to the preservation of the environment that parking for bikes has; and further elaborated about the importance of the type of bike racks and locations of the bike parking throughout the City.

Councilmember Cacciotti asked Mr. Reutermann to elaborate on “bike corrals”. Mr. Reutermann responded accordingly.

Donson Liu (South Pasadena Resident): Expressed support of the bike parking grant program.

Samuel Zneimer (South Pasadena Resident): Mr. Zneimer was the original author of the Grant for the City. Mr. Zneimer explained the importance of a “U” rack design for bike parking, the importance of bike corrals, and locations for bike parking throughout the City.

The City Council held considerable dialogue and discussion on the item with questions regarding: “U” rack procurement; branding of bike racks; lockers at stations; bids for specific bike racks; deadlines of the Bike Grant and funding obligations.

City Manager DeWolfe, Karen Aceves (Principal Management Analyst), and Shahid Abbas (Director of Public Works) responded to questions accordingly and emphasized the risk of losing grant funding due to possible delays.

Councilmember Mahmud proposed for the item to be tabled and brought back for Council consideration with information regarding the non-branded “U” rack and their availability.

Councilmember Cacciotti further proposed that street level pictures be provided of the bike parking locations (as opposed to aerial pictures), and requested a copy of the grant extension in writing.

Council reached a consensus to have the item presented at the November 20, 2019 City Council meeting.

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**18. Acceptance and Approval of the Measure H Homelessness Grant Award in the amount of \$292,200 for a Multijurisdictional Implementation of Homeless Services**

Council Mahmud expressed appreciation for Holy Family and Sergeant Robledo in their efforts to address homelessness.

No public comment provided.

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

1. Jointly accept the Los Angeles County Homeless Services grant in the amount of \$292,000. The City of Arcadia is the lead signatory and fiduciary agent for the grant; and
2. Approve and authorize the City Manager to execute a contract with Union Station Homeless Services for case management, motel vouchers, rapid rehousing and public outreach services; and
3. Approve and authorize the City Manager to execute a Memorandum of Understanding (MOU) with the City of Arcadia; and
4. Approve and authorize the City Manager to execute a Memorandum of Understanding (MOU) with Holy Family Church to co-locate a case manager.

**PUBLIC HEARING**

**19. Public Hearing for First Reading and Introduction of an Ordinance Establishing a Major Project Review**

Ms. Lin provided the staff report.

Mayor Khubesrian opened the Public Hearing for Public Comment. There being no public comment, Mayor Khubesrian closed the Public Comment.

Councilmember Mahmud added that this is a common action used by other cities that help us to make efficient use of scarce resources.

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

1. Conduct a public hearing; and
2. Receive the first reading and introduction of an Ordinance Establishing a Major Project Review

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## ACTION/DISCUSSION

### **20. Authorize Vacant Property Taskforce to Bring Forward an Amendment to the South Pasadena Municipal Code Regarding Vacant Buildings in Residential Areas.**

Paul Riddle, Fire Chief, provided the staff report, and explained the four recommended revisions to the City municipal code.

Council held considerable discussion on this item including: what neighboring cities are doing with vacant properties; CalTrans vacant properties; etc.

Chief Riddle and Ms. Lin responded accordingly.

Council reached consensus to direct staff to draft and bring back to the City Council for consideration, ordinance amendments in accordance with Chief Riddles recommendations.

### **21. Adoption of Proposed City Green Action Plan**

#### Recommendation

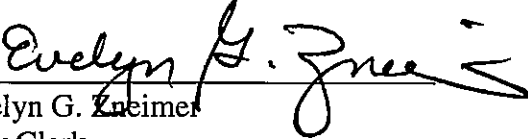
~~It is recommended that the City Council adopt the proposed City Green Action Plan as reviewed and unanimously recommended by the Natural Resources and Environmental Commission at their September 24, 2019 meeting.~~

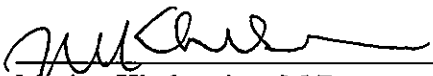
Agenda Item No. 21 was Tabled and to be presented at the November 20, 2019 City Council Meeting.

## ADJOURNMENT

Mayor Khubesrian asked that Staff develop a "FAQ" to address various concerns about certain City processes.

There being no further business, at 11:30 p.m. Mayor Khubesrian adjourned the meeting.

  
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Evelyn G. Zneimer  
City Clerk

  
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Marina Khubesrian, M.D.  
Mayor