



**Wednesday, November 20, 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 20, 2019, at 7:42 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**

Councilmember Michael A. Cacciotti led the Pledge of Allegiance.

**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 Potential Cases: 2

**B. Anticipated Litigation**

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

Number of Potential Cases: 1

City Attorney Highsmith reported the following:

Item A – City Council met with legal counsel on two separate matters. City Council provided direction to City Attorney.

Item B – City Council received a briefing from legal counsel regarding a matter of anticipated litigation; no action taken by City Council.

## **PRESENTATIONS**

### **2. Certificate of Recognition – Alianne Crockett**

Mayor Khubesian presented Ms. Alianne Crockett with a Certificate of Recognition for her completion of training in Environmental Protection and Advocacy.

### **3. Certificate of Recognition – South Pasadena Beautiful**

Mayor Khubesian presented a Certificate of Recognition to South Pasadena Beautiful Board President Marianne Veach, for the many efforts and accomplishments of South Pasadena Beautiful such as: Repair Café, TreeLine, and South Pasadena U.S. Post Office Landscaping Project.

### **4. Certificate of Recognition – Transition South Pasadena**

Mayor Khubesian presented a Certificate of Recognition to Madeline DiGiorgi for Transition South Pasadena's efforts and accomplishments in addressing environmental issues, and encouraging residents to live a more environmentally conscious lifestyle.

## **PUBLIC COMMENTS**

Leo Cortez (South Pasadena Resident): Shared ideas on how the City could become a “solar city” and use less natural resources which are more cost effective.

Marshall St. John (South Pasadena Resident): Shared that he works as a local Crossing Guard. Asked the City Council for assistance in South Pasadena Crossing Guards' pay to be equal to the City of Pasadena's Crossing Guard pay.

Joseph Bautista: Asked the City Council for assistance in South Pasadena Crossing Guards' pay to be equal to the pay that City of Pasadena's Crossing Guard pay, specifically referring to All City Management Services as the current contracted company that employs local Crossing Guards.

Steve Zikman (South Pasadena Resident): Asked the City Council to consider placing an agenda item on the December 4, 2019 City Council agenda that would provide information to the public regarding the City's processes for handling code enforcement violations.

Laurie Wheeler (South Pasadena Chamber of Commerce): Announced various upcoming Chamber events: State of the City and Chamber Annual Holiday Party; Tree Lighting; etc.

## COMMUNICATIONS

### 5. Councilmembers Communications

Councilmember Schneider announced that on Saturday, November 23<sup>rd</sup> at 9 a.m. the Women's Club will be sponsoring a workshop for renters to assist with any rent increase issues they may be experiencing. Representatives of the Housing Rights Center will also be present.

Councilmember Mahmud reported on the following:

- SB 50 – Through the CA League of Cities, she has been working with a group on SB50, the legislative bill impacting planning and zoning, and housing development. Invites Council to share specific thoughts with her on the SB 50 subject matter as the working group will be composing a letter to send to various government officials.
- South Pasadena Hometown Exchange – Recently attended a program cosponsored by the South Pasadena Library, South Pasadena Hometown Exchange, and another group from Colorado to establish a student exchange program to foster greater understanding among youth. The program was presented by Cal Tech Professor Dr. Schneider. Invites all to attend this program in the future.
- For Thanksgiving, invited the community to participate in the Holy Family Troop 333 canned food drive; The Church of the South will be collecting turkeys; the YMCA will also be collecting canned foods; and Union Station is seeking food and monetary donations as well as volunteers for their annual Dinner in the Park.

Councilmember Cacciotti requested a second from Council to agendaize for the next City Council agenda an item for \$1,000 in discretionary funds to assist South Pasadena Beautiful with the U.S. Post Office project. Councilmember Mahmud provided the second. Councilmember Cacciotti presented various pictures regarding: local youth soccer teams at Mamma's Pizza; Officer Abdalla during *No Shave November* to raise cancer awareness; joined a local Chinese-American group exercising in the park; attended the recent Ribbon Cutting Ceremony for V-Spa; and his recent attendance at the West Covina City Council meeting and their Council reorganization.

Mayor Pro Tem Joe reported on Monday evening attended the South Pasadena Chinese-American Club Grant Program. Several thousand dollars in grants were awarded to teachers and students.

Mayor Khubesrian asked for an update from the City Manager on the City's *Code of Ethics and Conduct* to the Commissioners and when this would be presented to Council for approval. City Manager DeWolfe explained that the item would be presented to the Commissions during December and January, and thereafter presented in whole at the Commissioner's Congress in February. Mayor Khubesrian requested that a general statement of civility be placed on City meeting agendas moving forward, and have it read for the record at each meeting. Without objection from Council, this directive was provided to staff.

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**6. City Manager Communications**

City Manager DeWolfe announced the promotion of Cathy Billings to Director of Library Services. Ms. Billings provided a few words and thanked the City for the opportunity. Ms. Billings also spoke about the new Library App to allow members to review the Library catalogue, the One City-One Story reading program, Ray Bradbury themed fused glass public art project, and current recruitments for Library personnel.

City Manager DeWolfe announced the various upcoming workshops on Housing Initiatives and upcoming City Holiday closures.

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

Mayor Khubesian asked for a motion and a second to add a matter of urgency to the agenda that needs to be addressed and cannot wait until the next Council Meeting. Mayor Khubesian further explained that it is a matter that was brought to the City's attention after the posting of tonight's agenda. The matter is the consideration of hiring a new consultant to provide billing services to the City's water utility customers, as the City's current consultant has abruptly ended their current contract with the City. A 2/3's vote of the Council is required in order to add the item to tonight's agenda.

On a motion by Councilmember Mahmud and a second by Councilmember Cacciotti the Council voted 5-0 in favor of adding the urgency item to the agenda regarding the water utility billing services as Agenda Item No. 24. Chief City Clerk Ayala announced that copies of Agenda Item No. 24 are available to the public in the back of the Council Chambers.

Chief City Clerk Ayala announced the Additional Documents being presented tonight and requests that Council acknowledge said Additional Documents and staff's recommendation in their motions for Agenda Item Nos 8, 9, 16-20. Chief City Clerk Ayala further announced that the Additional Documents were uploaded online prior to the City Council Meeting and are provided in hard copy for the public's review in the back of the Council Chambers.

**CONSENT CALENDAR**

No public comment on Consent Calendar.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER SCHNEIDER, CARRIED 5-0, to approve Consent Calendar Items Nos. 8 through 20 to include revisions in accordance with Additional Documents provided (see Agenda Item Nos. 8, 9, and 16-20 for details).

**8. Minutes for the Special City Council Meeting on November 6, 2019**

Approved the Minutes of the Special City Council Meeting on November 6, 2019 to include the revisions from the Additional Documents to add two paragraphs to the last paragraph on Minutes Page 3 of 4 as follows:

In addition, Councilmember Mahmud, expressly informed and advised the community that the Council is committed to being responsive and helping those tenants that have already received a 60-day eviction notice, as well as those that may receive a 60-day eviction notice. However, the ordinance is not a guaranteed protection on the City's part for those tenants that have already received a 10-day eviction notice, as the ultimate validity of the ordinance – and its retroactive effect - will likely ultimately be determined by a court. Councilmember Mahmud further advised those affected tenants to seek assistance through the City-contracted Housing Rights Center, and to exercise prudence and prepare for potential legal action should tenants be subject to unlawful detainers. In addition to the Housing Rights Center, there are pro bono legal services available, as well as legal publications (such as Nolo Publications).

Lastly, Councilmember Mahmud encourages landlords to be mindful of the essential housing services they are providing, and as such, they are expected to be good, reasonable, and compassionate landlords.

**9. Minutes of the Regular City Council Meeting on November 6, 2019**

Approved the Minutes of the Regular City Council Meeting on November 6, 2019 to include the revisions from the Additional Documents for spelling correction on Minutes Page 7 of 9, to correct “coral” to “corral”.

**10. Discretionary Fund Request from Mayor Khubesrian for \$1,000 to the South Pasadena Tournament of Roses Committee for Float Construction and Operations in Memory of Paul Abbey**

Approved a Discretionary Fund request by Mayor Marina Khubesrian for \$1,000 for the Tournament of Roses in memory of Paul Abbey.

**11. Discretionary Fund Request from Mayor Pro Tem Joe for \$1,000 for South Pasadena Beautiful Post Office Project**

Approved a Discretionary Fund request by Mayor Pro Tem Robert Joe for \$1,000 for the purpose of assisting South Pasadena Beautiful, a non-profit group, with cost of the re-landscape of the Post Office.

**12. Discretionary Fund Request from Councilmember Mahmud for \$1,500 for the Ray Bradbury Fused Glass Windows in the Library Conference Room**

Approved a Discretionary Fund request by Councilmember Diana Mahmud for \$1,500 for the Ray Bradbury Fused Glass Windows in Library Conference Room.

**13. Approval of Co-Sponsorship of the South Pasadena Chamber of Commerce Annual Holiday Mixer**

Approved the request to co-sponsor the South Pasadena Chamber of Commerce Annual Holiday Mixer which will coincide with the Mayor's State of the City Event on December 3, 2019 at the War Memorial Building.

**14. Adopt Resolution No. 7631 Adding a Non-Profit Rate for Providers of Specific Mental Health Services to the Master Schedule of Fees**

Adopted Resolution No. 7631 adding a new fee category for “non-profit mental health service providers” to the Master Schedule of Fees for Service (Fee Schedule).

**15. Approval of Job Descriptions for Part Time Maintenance Assistant, Community Improvement Coordinator and Maintenance Worker I and II**

Approved:

1. Job description for Part Time Maintenance Assistant; and
2. Job description for Community Improvement Coordinator; and
3. Job description for Maintenance Worker I and II.

**16. Second Reading and Adoption of Ordinance No. 2335 Establishing a Major Project Review**

Read by title only for the second reading, waiving further reading, and adopted Ordinance No. 2335 establishing a Major Project Review.

**17. Project No. 2246-MIL - Approval of a Mills Act Contract for Property Located at 209 Beacon Avenue, Landmark No. 52, Whitney R. Smith House and Studio (Assessor’s Parcel Number 5317-006-001)**

Approved and entered into a Mills Act contract with the property owners of 209 Beacon Avenue, Landmark No. 52, Whitney R. Smith House and Studio to include Additional Document to revise the Major Project Review Ordinance to clarify that the City would hire an independent planning consultant, not an employee, to perform the major project review.

**18. Project No. 2236-MIL - Approval of a Mills Act Contract for Property Located at 320 Grand Avenue, Landmark No. 54, the Koebig House (Assessor’s Parcel Number 5317-040-008)**

Approved and entered into a Mills Act contract with the property owners of 320 Grand Avenue, Landmark No. 54, the Koebig House to include Additional Document to revise the Mills Act Contract to include corrections, revisions, and clarifications to Sections 1, 4, 6, 7, and 12.

**19. Project No. 2245-MIL - Approval of a Mills Act Contract for Property Located at 915 Palm Avenue (Assessor’s Parcel Number 5313-008-025)**

Approved and entered into a Mills Act contract with the property owners of 915 Palm Avenue, which is a contributor to the designated El Centro-Indiana-Palm Historic District, to include Additional Document to revise the Mills Act Contract to include corrections, revisions, and clarifications to Sections 1, 4, 6, 7, and 12.

**20. Project No. 2247-MIL - Approval of a Mills Act Contract for Property Located at 925 Palm Avenue (Assessor's Parcel Number 5313-008-021)**

Approved and entered into a Mills Act contract with the property owners of 925 Palm Avenue, which is a contributor to the designated El Centro-Indiana-Palm Historic District, to include Additional Document to revise the Mills Act Contract to include corrections, revisions, and clarifications to Sections 1, 4, 6, 7, and 12.

**ACTION/DISCUSSION**

**21. Adoption of the South Pasadena Green Action Plan**

Shahid Abbas, Director of Public Works, provided the initial report on the Green Action Plan (Plan). Mr. Abbas introduced Arpy Kasparian, Water Conservation and Sustainability Analyst, who provided remainder of the PowerPoint presentation and reviewed each goal within the Plan.

Mayor Khubesrian commended staff on the Plan, and the Natural Resources and Environmental Commission (NREC) for the work they contributed.

Councilmember Mahmud had various feedback: suggested the plan include additional information on the topic of energy efficiency, and for the Plan to be brought back to Council at a later time; questions regarding the outdoor water bottle refilling stations (installation, functionality, and efficiency); consideration of a City ordinance requiring redundant plumbing installation of a remodel of a residence of a given size in the City; requests amendments to the Plan to include information on implementing water conservation workshops for residents conducted by City staff or sponsored by the City. Ms. Kasparian provided responses accordingly.

Mayor Pro Tem Joe asked that staff consider using the Library and other City resources to distribute information on the Plan; would like to see a potential listing of grants that could be considered; and would like more information on how to explore ways of establishing a composting hub in South Pasadena as indicated in the Plan. Ms. Kasparian provided responses accordingly.

**Public Comment:**

Madeline DiGiorgi ( NREC Chair) - Explained that there is still more the NREC would like to continue to develop the Green Action Plan and thanks the Council for their support of the Plan. NREC is also willing to volunteer personal time to assist with the outreach.

Jason Rosner – Expressed support for the Plan and shared a recent conversation he had with a gardener on the usage and effects of gas leaf blowers versus electric leaf blowers.

Laurie Wheeler – Commends the City and NREC on the Plan, and also expressed that local businesses have already had many accomplishments in implementing sustainable business practices.

Bill Kelly (Member of the NREC) – Thanked the staff for the comprehensive Plan, and agrees that there needs to be more done in the areas of energy efficiency. Also shared that the NREC has received public input on restrictions on plastics. Urges the Council to approve the plan and continue to build upon it.

Wes Reutimann (Program Director from Active San Gabriel Valley) – Commended the City on their leadership in this area. Asks Council to consider adding efforts to lobby and advocate at the State level in the Plan. Mr. Reutimann provided information on other similar efforts that neighboring cities are making.

Stephanie Payne-Campbell (South Pasadena Beautiful) – Supports and appreciates all the work on the Plan. Supports the idea of composting hub. Also supports encouraging involvement from the community and Chamber of Commerce on the Plan, and additional outreach efforts.

Council and staff held considerable dialogue and discussion on various aspects of the Green Action Plan including: collaboration with local groups, outreach efforts, single-use plastics, reaching out to Athens on composting efforts, the comparison of some areas with the Green Action Plan and the City’s impending Climate Action Plan; consideration to add other elements not for the Green Action Plan to be added for the Climate Action Plan (such as electrification of buildings, etc.).

City Manager DeWolfe explained that Council could adopt the Green Action Plan tonight, with the possibility of developing and amending the Plan in the future. Councilmember Mahmud explained she would like to see the Plan brought back before Council no later than January.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER SCHNEIDER, CARRIED 5-0, to adopt the South Pasadena Green Action Plan.

**22. 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**

Mr. Abbas provided the staff report.

Council and staff held considerable dialogue and discussion on this item, including: the location of the bike racks; and ‘minor field adjustments’ as explained in the contract.

Public Comment:

Ethan Martinez (South Pasadena Resident) – Expressed concern over the location of bike racks throughout the City, and asks that consideration be given to safety, accessibility, and convenience of locations.



Michelle Hammond (South Pasadena Resident) – Expressed support for additional bike parking throughout the City as this will help to replace using cars for short trips and reduce air pollution.

Sam Zneimer (South Pasadena Resident) – Supports additional bike parking and explained that the City should consider bike corrals throughout the City.

Carla Alcibar – Supports additional bike parking for the City and installation of the “U” rack.

Wes Reutimann – Shared various suggestions regarding ordering hitch racks without a City logo, brighter color of racks, increasing the number of racks being located in business areas, City working with Caltrans on location changes, etc.

Sean Talkington (South Pasadena Resident) – Agrees with previous speakers, and asks that the City consult with the community on the subject matter in the future, and recommends nuts be used on installation that cannot be easily removed.

Madeline DiGiorgi (South Pasadena Resident) – Agrees with previous speakers, and asks the City to review 15-minute parking locations that can be used for bike corrals.

Council and staff continued dialogue and discussion on this item, including: purchasing options through state and/or federal platforms; branding of the bike racks; relocation of bike racks; bike corrals; moving of bike shelters and the impact on the contract; nuts that are tamperproof; single bid received on the contract and potential rebidding; working with state officials on assistance with grant implementation with Caltrans, etc.

Public Speaker Wes Reutimann was asked to provide additional input by Councilmember Cacciotti on what other cities or agencies do in for similar projects in terms of rebidding and contract award. Mr. Reutimann provided additional information.

Council discussed possible approval of the contract at this time but would request that additional information be brought back to Council on bike rack locations, color options, branding options, consideration of installation of bike corrals and lockers in the future.

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

1. Receive additional information on citywide bike parking project requested by the City Council; and
2. Accept a bid dated October 15, 2019 from E C Construction Company to install bike parking citywide at various locations (Project); and
3. Authorize the City Manager to enter into a contract with E C Construction Company for an amount not-to-exceed \$204,780 for the Project; and
4. Authorize a construction contingency of approximately ten percent in the amount of \$20,470 for a total amount of \$225,250; and
5. Amending the original recommendation to include directives to staff to report back to City Council on three potential design options and that staff coordinate with the offices of the assemblyman and senator to help with any issues with Caltrans on grant implementation.

Mayor Khubesian announced that in the interest of time, Agenda Item No. 24 would be taken out of order at this time.

**24. Authorize a Contract with Munibilling for a Period of One Year at a \$5.00 Monthly Rate per Connection for the First year and \$3.99 Monthly Rate per Connection Thereafter**

Karen Aceves, Interim Director of Finance, presented the staff report on the item.

Council and staff held considerable dialogue and discussion on this item, including: previous billing consultant (Fathom Global Water), what other Fathom ex-customers (cities/agencies) are doing, prompt outreach to water utility customers, contract language (holding the money in trust, payments being remitted to the City, honoring the current cost to the City for a longer term, etc.

Councilmember Mahmud asks that staff track the time spent working on this matter as it would be a part of the City's element of damages, and requested that City Attorney look into potential breach of contract by Fathom.

No public comment.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY MAYOR PRO TEM JOE, CARRIED 5-0, to authorize a contract for Munibilling for a period of one year at a \$5.00 monthly rate per connection for the first year and \$3.99 monthly rate per connection thereafter; and that a Sub-committee (Councilmember Mahmud) be created to further work with staff and City Attorney on contractual language with Munibilling, and potential breach of contract action by Fathom Global Water.

## REPORTS

**23. Status of Regional Transportation Projects and Funding (Presentation Only)**

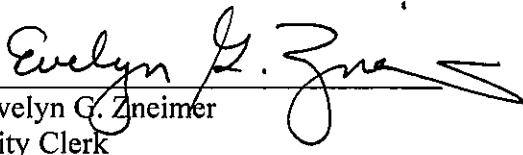
City Manager DeWolfe introduced the item. Mr. Abbas provided the PowerPoint presentation and highlighted the various upcoming projects.

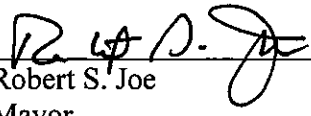
Council had questions regarding: Fair Oaks traffic management; staff monitoring of various projects; seeking community input on various projects; and forthcoming feasibility study. Mr. Abbas provided responses accordingly.

## ADJOURNMENT

Mayor Khubesian announced the next regular City Council Meeting on December 4<sup>th</sup>, and invited all to the State of the City Address that she would be delivering would on December 3<sup>rd</sup> at 7 p.m. at the War Memorial Building.

There being no further business, at 11:21 p.m. Mayor Khubesian adjourned the meeting.

  
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Evelyn G. Zneimer  
City Clerk

  
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Robert S. Joe  
Mayor