



**Wednesday, April 15, 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, April 15, 2020, at 7:40 p.m. The meeting was held in a virtual setting, with all Councilmembers attending via Zoom, and the meeting being broadcast via the Council Chamber, located at 1424 Mission Street, South Pasadena, California.

A brief introduction was provide by Mayor Joe of new protocols in place in an effort to prevent the spread of COVID-19.

**ROLL CALL**

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

**Absent:** None

**City Staff Present:** City Manager DeWolfe; City Attorney Teresa Highsmith (in attendance via Zoom); 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**

Mayor Pro Tem Diana Mahmud led the Pledge of Allegiance.

**SPECIAL PRESENTATION**

**1. Coronavirus Update and Discussion**

City Manager DeWolfe thanked the community and employees for their efforts during the pandemic. City Manager DeWolfe provided an overview of City operations and the potential impacts to the City's budget.

A PowerPoint presentation was provided by Directors for their respective departments. Those who presented were: Fire Chief Paul Riddle (provided a general City report in addition to a

report on the Fire Department); Police Chief Joe Ortiz; Julian Lee, Deputy Director of Public Works; Sheila Pautsch, Director of Community Services; Joanna Hankamer, Planning and Building Director; 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).

Mayor Pro Tem Mahmud made a motion to a send letter to LA County Supervisor Barger requesting additional testing sites in San Gabriel Valley. Councilmember Cacciotti provided a second with the addition of including the San Gabriel Valley's Senator and Assemblymember representatives and copying the Mayors in the western San Gabriel Valley on the letter.

City Council had various questions and comments throughout the presentation for each department and the Chamber of Commerce, including on: number of tests available, safety of unhoused residents, safety measures implemented in the Police Department, Graves Reservoir Capital Improvement Project, Athens Recycling, power outages, Arroyo Seco Golf Course status, cancellation of facility reservations and class registrations, building applications, permits, and projects, Planning Commission meetings, ADU's, Housing Element, vacant properties, Library website redesign and services, COVID-19 reimbursement programs, budget outreach, rent moratorium, Farmers Market, etc.

Staff responded to questions and comments accordingly.

Chief City Clerk Ayala announced public comment was received for the item and proceeded to read the comments aloud.

**Public Comment:**

- Alan Ehrlich: Expressed the need for more involvement of the Public Safety Commission in response to the Coronavirus emergency preparedness plans.
- Ella Hushagen: Expressed concern for unhoused residents and asked City Council to provide shelter (public comment accompanied by signatures from an additional 48 residents)

Councilmember Cacciotti motioned having at least one briefing prior to the May 6 Regular Council Meeting or holding weekly Council meetings to include briefings by State and County representatives. Council reached consensus to hold a Special Meeting on April 29.

Council commented on the importance of and various impacts to staff with holding weekly meetings.

City Manager DeWolfe provided additional information on the resources needed to hold live broadcasted meetings.

A second was provided by Councilmember Schneider.

Chief City Clerk Ayala proceeded to call the roll call.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER SCHNEIDER, CARRIED 5-0, to approve having a special briefing on April 29, 2020 and include State and County representatives.

Councilmember Cacciotti motioned to send a letter to Congressmen Adam Schiff supporting legislation to create a commission that evaluates and assess the government's response to the coronavirus at the federal, state, and local municipal level. Legislation for said commission would require that the commission make recommendations on how the government can better prepare, coordinate, and be funded to address such an issue. A second provided by Councilmember Schneider.

City Attorney Highsmith advised that Councilmember Cacciotti's was a substantive motion that is regarding subject matter not on the agenda. City Attorney Highsmith further advised that Council direct the City Manager to bring this topic back as a calendared item on a future agenda.

Councilmember Cacciotti asked that the item be brought back on a future agenda. Councilmember Schneider provided a second.

## **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. Initiation of Litigation**

CONFERENCE WITH LEGAL COUNSEL—Initiation of Litigation, Pursuant to Government Code Section 54956.9(d)(4):

Number of Potential Cases: 1

City Attorney Highsmith reported the following from City Council's Closed Session, also held in a virtual setting:

Item A – City Council met with the City Manager for a periodic performance evaluation. Direction was provided to the City Manager.

Item B – City Council received a briefing on initiation of litigation. City Council provided direction to the City Attorney.

**PRESENTATIONS****3. Proclamation: DMV/Donate Life**

Mayor provided comments on the City's continued support for the DMV/Donate Life program and announced that due to COVID-19 the proclamation would be mailed to the Donate Life Ambassador, Rachel Rodriguez.

**COMMISSION APPOINTMENTS****4. Authorize Commission Appointments**

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

1. Appoint the following residents to the Mobility and Transportation Infrastructure Commission:
  - a. Kim Hughes - Appointment by Mayor Joe
  - b. John Fisher - Appointment by Mayor Pro Tem Mahmud
  - c. Lawrence Abelson - Appointment by Councilmember Cacciotti
  - d. Michelle Hammond - Appointment by Councilmember Khubesrian
  - e. Samuel Zneimer - Appointment by Councilmember Schneider

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

2. Appoint the following residents to the Public Works Commission:
  - a. Sam Hernandez - Appointment by Mayor Joe
  - b. Julie Riley - Appointment by Mayor Pro Tem Mahmud
  - c. Charles Trevino - Appointment by Councilmember Cacciotti
  - d. Arcelia Arce - Appointment by Councilmember Khubesrian
  - e. David Maling - Appointment by Councilmember Schneider

Chief City Clerk Ayala announced public comment was received for the item and proceeded to read the comments aloud.

**Public Comment:**

1. Westley Reutimann: Expressed support of nominations
3. Authorize staff to hold a public drawing subsequent to Council appointments to determine term length for each appointment.

Drawing for determination of terms was held live on camera in Council Chambers by Chief City Clerk Ayala, with results as follows:

Mobility and Transportation Infrastructure Commission:

Name	Seat	Term
Larry Abelson	1	12/31/22

Michelle Hammond	2	12/31/20
Sam Zneimer	3	12/31/20
John Fisher	4	12/31/21
Kim Hughes	5	12/31/21

Drawing for determination of terms was held, with results as follows:

PWC:

Name	Seat	Term
David Maling	1	12/31/22
Sam Hernandez	2	12/31/20
Charles Trevino	3	12/31/20
Arcelia Arce	4	12/31/21
Julie Riley	5	12/31/21

Clarification was provided by Chief City Clerk Ayala and City Attorney Highsmith on the appointments and terms of the commission seats.

## **PUBLIC COMMENTS**

Mayor Joe 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.

Chief City Clerk Ayala added that any comments received past the deadline would be added to Additional Documents the following day.

- Chris Bray – Expressed concerns over the City’s financial future.
- William Kelly – Provided recommendations establishing additional social distancing measures.
- Elizabeth Bagasao – Commented on community volunteer efforts during the COVID-19 shutdown.
- Barbara Eisenstein – Provided recommendations establishing additional social distancing measures.

## **COMMUNICATIONS**

### **5. Councilmembers Communications**

Councilmember Cacciotti provided the following report: thanked the community, Council, and staff for their efforts; commented the City’s response to resident concerns on social distancing and open facilities; thanked Melissa Lu and Sabrina Lee who have provided donations to the City during this time.

Councilmember Khubesrian provided words of encouragement to all who have been affected during the pandemic, and thanked City staff and frontline healthcare workers for their work.

Councilmember Schneider reported on the Public Safety Commission's dissatisfaction on not being involved in the City's emergency measures set in place.

Mayor Pro Tem Mahmud reported on the following: expressed excitement for the City's technology implementation; acknowledged residents who have complied with the safety measures implemented; and asked those who have donated to the City be given a certificate of appreciation.

Mayor Joe requested the meeting be adjourned in the memory of Beatriz Solis. A second provided by Councilmember Cacciotti.

Councilmember Khubesrian provided information of a livestream *Celebration of Life* being held for Beatriz Solis.

**6. City Manager Communications**

No City Manager reports.

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

Mayor Joe asked that Agenda Item No. 12 be pulled from tonight's agenda and be brought back at a future meeting.

**CONSENT CALENDAR**

No public comment on Consent Calendar.

Mayor Pro Tem Mahmud announced additional documents for Agenda Item No. 16 (Franchise Towing Agreements).

Councilmember Cacciotti pulled items 10 and 14 for individual discussion.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY MAYOR PRE TEM MAHMUD, CARRIED 5-0, to approve Consent Calendar Items Nos. 8, 9, 11, 13, 15, and 16.

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

Minutes of the Regular City Council Meeting on December 18, 2019 were approved as presented.

**9. Minutes of the Regular City Council Meeting on January 15, 2020**

Minutes of the Regular City Council Meeting on January 15, 2020 were approved as presented.

**11. Approval of Updated Mayor's List of City Council Liaison and Regional Group Appointments for 2020**

City Council approved the Mayor's Updated list of City Council Liaison and Regional Group Appointments to include Councilmember Richard Schneider as Council Liaison to the Mobility and Transportation Infrastructure Commission and Mayor Robert S. Joe as the Council Liaison to the Public Works Commission.

**12. Adoption of Resolution Establishing a Code of Ethics and Conduct Policy Applicable to Elected and Appointed Officials**

Recommendation

~~It is recommended that the City Council adopt a resolution establishing a Code of Ethics and Conduct Policy (Policy) for all elected and appointed officials, including members of advisory boards, commissions and committees to address responsibility, fairness, respect and integrity.~~

Item No. 12 was pulled by Mayor Joe and will be brought back at a future meeting.

**13. Administrative Action for Participation in Disaster Assistance Programs and the Designation of the City Manager as the Authorized Agent to Request Disaster Assistance Funds from the Federal and State Governments**

City Council took administrative action and designated the City Manager as the Authorized Agent to request disaster assistance funds from the Federal and State governments.

**15. Temporary Relaxation of Sign Permit Requirements to Support Local Businesses**

City Council received and filed the temporary relaxation of permit requirements in accordance with the provisions of the March 18, 2020 Local Emergency Declaration (LED) to support local businesses.

**16. Approve Exclusive Franchise Agreements with 1) Navarro's Towing and 2) Henry's Towing and Recovery Incorporated for a Total Not-To-Exceed Amount of \$4,408 Over a Period of Four Years Each for Police Towing Services**

City Council approved the non-exclusive franchise agreements for tow truck services under the City's Police Towing Services Contract to:

1. Navarro's Towing (Navarro's) for a total not-to-exceed amount of \$4,408 over four years (\$1,102 per year); and
2. Henry's Towing and Recovery Incorporated (Henry's) for a total not-to-exceed amount of \$4,408 over four years (\$1,102 per year).

Additional Documents providing a response to two questions regarding associated fees and a revised contract to reflect the source of definitions for vehicle class.

**ITEMS PULLED FROM CONSENT****10. Approval of Prepaid Warrants in the Amount of \$819,776.70; ACH Payments in the Amount of \$807,247.70; General City Warrants in the Amount of \$167,671.31**

Councilmember Cacciotti asked about expenses regarding Colantuono, Highsmith, & Whatley as reflected on page 10-10 of the agenda packet.

City Attorney Highsmith responded to questions accordingly.

Mayor Pro Tem Mahmud commented on the City's efforts to provide as much of the information requested through Public Record Act requests on the City's website and asked that requesters be mindful of narrowing the scope of public records requests.

Councilmember Cacciotti expressed concern on expenses being made on: pg. 10-12, Emanuels Jones and Associates; pg. 10-14, Home Depot; pg. 10-19, RMG Communications; pg. 10-20 SAE Communications; pg. 10-51 UMPQUA Bank.

Councilmember Cacciotti requested that the Emanuels Jones and Associates agreement be placed on a future agenda for discussion. Second was provided by Councilmember Schneider.

Councilmember Cacciotti also requested that staff provide a breakdown of credit card charges.

MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY MAYOR PRE TEM MAHMUD, CARRIED 5-0, to approve: Warrants in the Amount of \$819,776.70; ACH Payments in the Amount of \$807,247.70; General City Warrants in the Amount of \$167,671.31

**14. Approval of First Contract Amendment in the Amount of \$12,000 with RMG Communications for a Total Not-to-Exceed Amount of \$36,375**

Councilmember Cacciotti expressed opposition to approve the proposed amendment.

Chief City Clerk Ayala announced public comment was received for the item and read them aloud.

Public Comment:

- Jan Marshall – Expressed opposition to proposed amendment.
- Alan Ehrlich – Expressed opposition to proposed amendment and concern for lack of communication from the City.
- Delaine Shane – Expressed opposition to proposed amendment and concern for lack of communication from the City.
- Joanne Nuckols – Expressed opposition to the proposed amendment and concern for lack of communication from the City.

Council held significant discussion on the proposed item including: concerns over the City's communication, existing staff's ability to be able to absorb PIO duties; public comments



received in support of the City's communications and proposed amendment; further concerns and opposition to the amendment by Council; concerns over the financial impact; etc.

City Manager DeWolfe answered questions accordingly and provided a description of the functions of a Public Information Officer.

Further discussion was held amongst City Council regarding the proposed amendment.

Mayor Pro Tem Mahmud motioned to approve the item with a request to renegotiate the hourly rate. A second provided by Councilmember Khubesrian.

SUBSTITUTE MOTION BY COUNCILMEMBER CACCIOTTI, SECOND BY COUNCILMEMBER SCHNEIDER, CARRIED 3-2 (MAHMUD AND KHUBESRIAN), to not approve the proposed amendment.

## ADJOURNMENT

Mayor Joe announced the next regular City Council meeting to be held on May 6, 2020.

Mayor Joe adjourned the meeting in memory of Beatriz Solis and shared that Ms. Solis had, unfortunately, lost after a long battle with cancer. Ms. Solis was a South Pasadena resident. She was the Director of Healthy Communities for The California Endowment and worked with underserved communities to improve and provide the resources needed for their success. She worked with citizens, organizations, and elected officials to find lasting solutions that would impact the most people, and her work has left a lasting impact in Los Angeles County. In 2018, she was also recognized during a Los Angeles Chargers' game for receiving the NFL's Hispanic Leadership nomination. Our deepest condolences to her husband Mohammad, and her two sons, Avrin and Aydin.

Councilmember Cacciotti added that Ms. Solis' advocacy efforts for the parks were tremendously appreciated.

There being no further business, at 12:34 a.m. Mayor Joe adjourned the meeting.

DocuSigned by:

*Evelyn G. Zneimer, Esq.*

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Evelyn G. Zneimer  
City Clerk

DocuSigned by:

*Robert S. Joe*

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Robert S. Joe  
Mayor