



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

**MINUTES
WEDNESDAY, JUNE 16, 2021 AT 7:00 PM**

CALL TO ORDER:

The Regular Meeting of the South Pasadena City Council was called to order by Mayor Mahmud on Wednesday, June 16, 2021, at 7:00 p.m. The meeting was held virtually, via Zoom, in accordance with Governor Newsom's Executive Order N-29-20. The City Council Chamber are located at 1424 Mission Street, South Pasadena, California.

ROLL CALL

PRESENT

Mayor Diana Mahmud
Mayor Pro Tem Michael Cacciotti
Councilmember Jack Donovan
Councilmember Jon Primuth
Councilmember Evelyn G. Zneimer

Lucie Colombo, City Clerk, announced a quorum.

**CITY STAFF
PRESENT:**

Armine Chaparyan, City Manager; Andrew Jared, Assistant City Attorney; Lucie Colombo, City Clerk were present at Roll Call. Other staff members presented reports or responded to questions as indicated in the minutes.

PLEDGE OF ALLEGIANCE

The Flag Salute was led by Mayor Mahmud.

1. Closed Session Announcements

None.

2. Public Comment - General

Mayor Mahmud announced public comments are intended to address matters not on the agenda for the meeting. Members of the public have the option of emailing or participating via Zoom (audio) to address the City Council, as listed on the agenda.

Mayor Mahmud announced that email comments submitted are added to the record as "Additional Docs" and listed on the website. Note: These comments were not read aloud, but the names of commenters are listed below.

Addressing the Council via written comment were:

- Victoria Tan
- Daphna Enzer
- Vic Pronvenzano
- Nichole Stepro
- Susan Phifer; Sean Saraf; Ed Park; Harry Cosmatos
- Heather Delman
- Colin Singer
- Lela Bissner
- Mark Gallatin

Addressing the Council via Zoom live comment were:

- Sherry Plotkin: Expressed wanting to join the animal commission and concerns about wildlife in the city. Additionally, she made comments that the City Council needs to fill the animal commission vacancies.
- Lisa Henderson: Explained she is a resident and is employed by architecture firm in the City, expressed a concern that the planning department is underfunded and experiencing a high turnover that creates difficulty for projects to be completed.
- Mark Gallatin: Invited the community to a book signing event at the South Pasadena Museum.
- Sean Saraf: Expressed concern for communication disconnect between Mission Meridian Village and the City, also requested a meeting with new city manager
- Fredrick & Kay Findley: Expressed concern for possibility of fire along the 110 freeway and the hillsides, and the dangerous implications to the homes nearby. Request signs to be posted in the parks for no barbeque during dry weather. Additional, signage for reminder fireworks are illegal in South Pasadena and in parks and to keep the soccer field lights on over 4th of July weekend.
- Myron Quan: Expressed similar concern as Lisa Henderson and concurs with her comments. Request the City should develop a plan on how to assist the planning department.

PRESENTATIONS

None

COMMUNICATIONS**3. Councilmembers Communications**

Councilmember Donovan discussed a recent Finance Commission meeting and the recently installed little league sign.

Councilmember Primuth discussed a recent Public Safety Commission meeting; a recent Mobility and Transportation Infrastructure Commission meeting; and commented on upcoming Caltrans Ad-Hoc Committee meeting.

Motion by Councilmember Primuth, second by Councilmember Zneimer, to direct staff to examine traffic mitigation on Meridian and Oak Street and provide four different options.

Councilmember Zneimer discussed a recent meeting of the South Pasadena Tournament of Roses Committee and an upcoming meeting of the Cultural Heritage Commission.

Mayor Pro Tem Cacciotti shared photos of life in the City of South Pasadena including: the Public Works Department performing work; a recent meeting regarding the Mills Act (property tax relief to owners of historic properties); a little league event; a gardener using an electronic leaf blower; a recent Goldline meeting; and a photo of the War Memorial Building being used as a cooling center.

Mayor Mahmud discussed a recent Library Board of Trustees meeting; noted that the South Pasadena Library is now open to the public; shared information on how to conserve water during the drought; commented on the upcoming expiration of the tenant eviction moratorium; and noted that the following women in the City were recently recognized:

- Carole Gallegos
- Merri Jill Finstrom
- Anne Bagasao
- Liz Calvert
- Sharon Garcia
- Patricia Loverme
- Pat Payne
- Sherry Plotkin
- Ellen Daigle

- Cambria Tortorelli

4. City Manager Communications

City Manager Chaparyan provided an update on the ADU (Accessory Dwelling Units) processing improvements; discussed the reopening of City facilities; noted that City facilities will be closed in observance of the 4th of July holiday.

5. Reordering of, Additions, or Deletions to the Agenda

Mayor Mahmud noted that Item 7 will be discussed during Item 9.

CONSENT CALENDAR

6. Approval of General City Warrants in the Amount of \$414,517.77; General City Warrant Voids in the Amount of (\$4,175.90); Transfers in the Amount of \$42,461.75; Payroll in the Amount of \$521,741.49.

It is recommended that the City Council approve the Warrants as presented.

7. Adoption of a Resolution Determining and Establishing an Appropriations Limit for Fiscal Year 2021-22 in Accordance with Article XIII B of the California Constitution

This item was moved out of order to follow Item 9.

8. Monthly Investment Reports for March & April 2021

It is recommended that the City Council receive and file the monthly investment reports for March and April 2021.

COUNCIL ACTION AND MOTION

Motion was made by Mayor Pro Tem Cacciotti, second by Councilmember Zneimer and approved by roll call vote to approve Consent Calendar Item(s) 6 and 8, as presented.

Motion carried, 5-0.

PUBLIC HEARING

9. Proposed Fiscal Year 2021-2022 Annual Budget

Recommendation

It is recommended that the City Council:

1. Review the proposed budget, receive public comments, and provide direction to staff regarding the budget for Fiscal Year 2021-2022.
2. Review designated General Fund Reserves and provide direction to staff regarding the designation or deletion of a previously designated reserve.
3. Authorize General Fund revenues in the amount of \$38,771 to offset negative fund balances in the following funds: 211, 215, 245, 249, and 260.
4. Approve the attached resolution, adopting the Fiscal Year 2021-2022 Annual Budget.

COUNCIL ACTION AND MOTION

A staff report was presented by City Manager Chaparyan and City Department Heads.

Council inquires for each department were as follows:

Community Services

Councilmember Zneimer inquired if Camp Med is restricted to only South Pasadena residents and inquired about repairs to the driving range.

Councilmember Primuth inquired about the upcoming pocket parks.

Mayor Pro Tem Cacciotti inquired about the canopy for the driving range fencing.

Mayor Mahmud inquired if Camp Med will host summer sessions and inquired about summer recreation programs.

Community Services Director Pautsch answered questions and provided clarifications.

Finance Department

Councilmember Primuth discussed the progress made by the Finance Department.

Mayor Pro Tem Cacciotti inquired regarding the stipend for the City Treasurer and requested that the Finance Commission look into the stipends for all elected officials.

Councilmember Zneimer inquired if the City Council will receive discretionary funds for the upcoming fiscal year and inquired about the variety of services provided by the City Attorney.

Mayor Mahmud discussed the City Council discretionary funds policy and asked how new Councilmembers are affected by the carryover of funds from each fiscal year.

Interim Assistant City Manager Aguilar answered questions and provided clarifications.

Fire Department

Councilmember Zneimer inquired if the City plans to have an arson dog in the future.

Mayor Pro Tem Cacciotti inquired about the cost to replace vehicles in the Fire Department.

Fire Chief Riddle answered questions and provided clarifications.

Library Department

Councilmember Zneimer inquired if the Library is working with the school district on volunteer hours and inquired regarding potential author events for children.

Mayor Mahmud inquired about increasing cultural recognitions in the future, such as LGBTQ.

Management Services Department

Councilmember Zneimer inquired if staff is looking into separating the City Clerk's Office from the Management Services Department.

City Manager Chaparyan noted that she will evaluate all departments prior to making changes and provide recommendations to the City Council.

Mayor Pro Tem Cacciotti discussed the use of AB2766 funds and stated that he would like the funds to be used for vehicles instead of computer equipment.

Interim Assistant City Manager Aguilar and Assistant to the City Manager Demirjian answered questions and provided clarifications.

Planning & Community Development Department

Council inquired regarding the timeline of key priority projects in the department such as the Housing Element, General Plan and Downtown Specific Plan Updates.

Councilmember Primuth discussed the current staffing levels and processing times for the department.

Councilmembers discussed having in-house positions perform additional work rather than consultants.

Planning and Community Development Director Hankamer answered questions and provided clarifications.

Police Department

Councilmembers discussed coordinating with Los Angeles County Board of Supervisors regarding mental health & crisis response.

Mayor Pro Tem Cacciotti discussed vehicle maintenance of Police vehicles and recommended that the department transition to electric vehicles.

Councilmember Primuth inquired about the Crisis Management Response Team budget allocation and stated that it might be best to wait on this item until a program is in place.

Police Chief Solinsky answered questions and provided clarifications.

Public Works

Councilmember Primuth inquired about treatment system operation expenses.

Councilmembers inquired about SB 1 funding.

Mayor Pro Tem Cacciotti inquired about the conditions of roads, sidewalks, and curbs and how much it would take to improve current conditions and suggested additional funds for allocated for street maintenance.

Councilmember Zneimer requested that the status of public works projects be posted on the City website and asked how much the City owes on the bond for the Graves Reservoir.

Mayor Mahmud asked if the Public Works Director still provides project updates to the Public Works Commission.

Mayor Pro Tem Cacciotti inquired about tree removal and the planting of new trees.

Public Works Director Abbas answered questions and provided clarifications.

Councilmembers discussed the use and fees charged for Eddie Park.

Mayor Mahmud opened the public hearing.

Addressing the City Council via written comment were:

- Bill Kelly
- PJ Lutz
- Bianca Richards

Addressing the Council via Zoom live comment were:

Sally Kilby: Expressed concern the Library Department is underfunded, they provide integral and important services for the City. The City needs to continue to fund and recognize the hard work Library staff has done. Additionally, to continue to advance and modernize our Library.

With no other requests to speak, the public hearing was closed.

The City Council discussed the use of discretionary funds for Councilmembers and to have each Councilmember start off with an allocation of \$4,000.

Mayor Mahmud discussed the City's investment policy and whether it needs to be adopted today or at a later date.

Councilmembers discussed the current surplus listed in the budget and whether it should be allocated to anything and discussed the allocation of reserves.

Councilmembers discussed allocating additional funds for planting of new trees.

City Manager Chaparyan noted that the City Council will have an upcoming discussion about the Strategic Plan and cell tower revenue.

Councilmembers discussed the allocation of AB 2766 funds to funds to purchase computer equipment.

The City Council discussed the item and requested the following budget amendments:

- Allocate surplus of additional \$50,000 for new trees for a total of \$75,000.
- Reallocate funds from AB2766 for clean air vehicles in Police and Public Works in lieu of computer equipment.
- Allocate surplus of \$38,000 to previous budget.
- Removing \$150,000 from revenue for the Housing Element Grant
- Allocate \$229,000 in Measure W revenue
- Allocate additional \$40,000 for water distribution and \$45,000 for water production for overtime
- Create a new general fund reserve for cell tower revenue

Motion by Councilmember Primuth, second by Mayor Pro Tem Cacciotti, to approve Agenda item 13 as amended

Motion carried, 5-0.

AGENDA ITEM TAKEN OUT OF ORDER

7. Adoption of a Resolution Determining and Establishing an Appropriations Limit for Fiscal Year 2021-22 in Accordance with Article XIII B of the California Constitution

It is recommended that the City Council:

1. Adopt a resolution revising the City of South Pasadena’s (City) FY 2021-22 Appropriations Limit.

COUNCIL ACTION AND MOTION

Interim Assistant City Manager Aguilar provided a brief staff report and responded to City Council inquiries.

Motion was made by Mayor Pro Tem Cacciotti, second by Councilmember Zneimer to approve Agenda Item 7, with budget revisions as identified.

Motion carried, 5-0.

ACTION / DISCUSSION

None

INFORMATION REPORTS

None

ADJOURNMENT

There being no further matters, Mayor Mahmud adjourned the Virtual Zoom meeting of the City Council at 11:11 PM, to the next Regular City Council meeting scheduled on Wednesday, July 7, 2021.

Respectfully submitted:

_____/s/_____
Lucie Colombo, CMC, CPMC
City Clerk

APPROVED:

_____/s/_____
DIANA MAHMUD
MAYOR

Attest:

_____/s/_____
Lucie Colombo, CMC, CPMC
City Clerk

Approved at City Council Meeting: 9/15/2021