



**CITY OF SOUTH PASADENA  
CITY COUNCIL  
REGULAR MEETING MINUTES  
WEDNESDAY, OCTOBER 6, 2021, 7:00 PM**

**CALL TO ORDER:**

The Regular Meeting of the South Pasadena City Council was called to order by Mayor Mahmud on Wednesday, October 6, 2021, at 7:19 p.m. The meeting was held In Person Hybrid and via Zoom webinar, in accordance with AB 361. The City Council Chambers 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

Susan Caputo, Senior Management Analyst, announced a quorum.

**CITY STAFF PRESENT:** Arminé Chaparyan, City Manager; Andrew Jared, City Attorney; Susan Caputo, Senior Management Analyst, and Christina Munoz, Acting Deputy 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 Pro Tem Cacciotti.

**1. Closed Session Announcements**

City Attorney Jared reported the City Council recessed to Closed Session at 6:00 p.m. and recessed from Closed Session at 7:05 p.m. to discuss the items listed on the posted agenda.

**A. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION**

(Government Code Section 54956.9(d)(1))

1. Smith v. City of South Pasadena (LASC Case No.19BBCV00118)
2. Valles v. COSP (LASC Case No. 20STCV16088)
3. Leung v. COSP (LASC Case No. 20STCV23315)
4. State Farm Automobile Insurance Co. v. COSP  
(LASC Case No. 20STLC05633)

City Attorney Jared reported that Council met in Closed Session to receive a briefing on the items stated, direction was provided on each of the items and no final action was taken, nothing further to report.

**B. CONFERENCE WITH LEGAL COUNSEL- INITIATING LITIGATION**

(Government Code Section 54956.9(d)(4))

Number of Cases: 2

City Attorney Jared reported that Council met in Closed Session to receive a briefing on the items stated, direction was provided on each of the items and no final action was taken, nothing further to report.

**C. PUBLIC EMPLOYMENT - PERFORMANCE EVALUATION**

(Government Code Section 54957)

Title: City Manager

City Attorney Jared reported that no action was taken that was required to be reported. Mr. Jared also noted that all members of the City Council were present for all of the items discussed in Closed Session.

**2. Public Comment - General**

Mayor Mahmud announced public comments are intended to address matters not on the agenda for the meeting.

Susan Caputo, Senior Management Analyst, announced that comments submitted via email are added to the record as "Additional Docs" as listed below.

Written Public Comment:

- Care First
- Andrew Blaiklock
- Sherry Plotkin
- Mathew Barbato
- Anna McCurdy
- Megan Adams
- Phung Huynh

- Michael Siegel
- Amber Jaeger

Live Public Comment:

- Victoria Patterson addressed the Council regarding hate crimes and concerns of race bias and an audit of the South Pasadena Police Department without public input.
- Omar Ferguson addressed the Council seeking resolution of previous requests regarding property adjacent to his driveway and concerns of selective enforcement of city ordinances.
- Action Katabi addressed the Council in support of conducting a racial bias audit of the South Pasadena Police Department.
- Ienika Acoushi addressed the Council in support of a racial bias audit of the South Pasadena Police Department.
- Laurie Wheeler, President of the South Pasadena Chamber of Commerce addressed the Council inviting all to the Fall Arts Crawl on October 16, 2021, 4:00-8:00 p.m.
- Helen Tran representing Carefirst addressed the Council in support of a racial bias audit as well as an operational audit of the South Pasadena Police Department
- Ella Hushagen addressed the Council in support of a racial bias audit of the South Pasadena Police Department.
- Alexander Akino addressed the Council in support of a racial bias audit as well as an operational audit of the South Pasadena Police Department.
- Katie Newhall addressed the Council in support of a racial bias audit of the South Pasadena Police Department
- Lavonie Hawk addressed the Council in support of a racial bias audit of the South Pasadena Police Department.
- John Srebalus addressed the Council regarding advancing racial justice in South Pasadena and concerns regarding concealment of warrant register billings.
- Chris Smith addressed the Council in support of a racial bias audit as well as an operational audit of the South Pasadena Police Department.
- Fahren James addressed the Council in support of a racial bias audit as well as an operational audit of the South Pasadena Police Department.

<b>PRESENTATION</b>
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### **3. Introduction of Staff**

Arminé Chaparyan, City Manager, introduced Community Development Director Angelica Frausto-Lupo.

### **4. Clean Air Day Proclamation**

Mayor Mahmud read and presented the proclamation for Clean Air Day.

## **5. Peace Over Violence – Domestic Violence Awareness Month**

Melodie Kruspodin, Director of Prevention and Policy at Peace Over Violence, gave a presentation on domestic violence highlighting services offered by Peace Over Violence to respond to and prevent domestic violence.

<b>COMMUNICATIONS</b>
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## **6. Councilmembers Communications**

Councilmember Primuth commented on a recent Mobility and Transportation Infrastructure Commission (MTIC) meeting where five cities were selected to receive the Safe Street Program funding; stated the next Public Safety Committee meeting will be held October 18 and the Arroyo Verdugo Communities JPA meeting will be held October 7; reported on the Ad Hoc Finance Committee meetings commenting that the committee is working on a report to identifying root causes of problems and changes required in the Finance Department and thanked former Interim City Manager Elaine Aguilar for her work and the changes she implemented in the department.

Councilmember Zneimer gave a presentation on the League of California Cities Annual Conference in Sacramento and commented that as the City's voting delegate voted on bylaws amendments and resolutions for Online Sales Tax Equity and Securing Railroad Property Maintenance, respectively; commented on the meeting with the South Pasadena Tournament of Roses and the announcement of LaVar Burton as the Grand Marshall for the 2022 Rose Parade; and commented on the grand opening of the new Baskin-Robbins 31 Flavors on September 16.

Councilmember Donovan commented on the Finance Ad Hoc Committee Report Summary that will identify the cause of problems in the Finance Department and offer solutions to be incorporated in the new Finance Policy and stated the final report will be presented to Council in the near future; commented on the Athens trash odors and that Los Angeles County Water District is conducting weekly visits to the area to identify and resolve the cause; and commented on the walk he, staff, and residents of Meridian Road took from Monterey Road to Kendall Avenue to help mitigate the traffic issues on Meridian Avenue.

Mayor Pro Tem Cacciotti shared photos of Cal Trans Director Toks Omishaken speaking at UCLA; conversion of Volvo construction equipment to electric; and several other photos including Tesla charging station; a homeless family in Garfield Park that was able to be placed in a home and unhoused neighbors in various locations around the city; tour of Behavioral Health Urgent Care in City of Industry;

Edison working on a Saturday morning; his soccer team; sewer odor on Garfield; and an upcoming Green Economy event.

Mayor Mahmud expressed gratitude to Mayor Pro Tem Cacciotti for the Edison photo and commented on the recurring problem of Edison violating South Pasadena ordinances; commented on the increasing numbers of unhoused neighbors and inquired of Lieutenant Robledo of what appear to be increased needs for services and Lieutenant Robledo confirmed the increase and commented that the Police Department has approved overtime to support additional resources to assist with the needs of the unhoused. Mayor Mahmud expressed gratitude to Supervisor Barger on the formation of the Blue Robbin Commission to address the needs and allocation of funds to assist the unhoused and reported that the San Gabriel Valley Council of Governments (SCVCOG) President Becky Shevlin is one of two city council members in the county participating on the committee and expressed optimism for much needed funding to assist the unhoused in the San Gabriel Valley; reported on the Ad Hoc Athens Subcommittee Meeting to discuss the renegotiation of the Athens contract necessitated due to SB 1383 requiring residents and businesses to separate organics from regular trash; recognized South Pasadena resident Ellen Torres on being appointed to the California State PTA; congratulated South Pasadena High School Senior Ava Feldman on being named a Tournament of Roses Princess; and noted that Metropolitan Water District (MWD) anticipates a very dry year and commented on the record low of the two reservoirs that provide supplemental water to the San Gabriel Basin and emphasized the critically importance of water conservation at this time and encouraged all to view the water conservation page on the City's website.

## **7. City Manager Communications**

None

## **8. Reordering of, Additions, or Deletions to the Agenda**

None

<b>CONSENT CALENDAR</b>
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## **9. THIS ITEM WAS PULLED TO BE DISCUSSED SEPARATELY.**

## **10. THIS ITEM WAS PULLED TO BE DISCUSSED SEPARATELY.**

## **11. POLICIES AND PROCEDURES UPDATE.**

### **Recommendation**

It is recommended that the City Council approve the contract with Management Partners for the development of comprehensive Finance Department Policies and Procedures ("the Manual").

**12. AUTHORIZE THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH MIG FOR CONTRACT PLANNING SERVICES.**

**Recommendation**

It is recommended that the City Council authorize the City Manager to execute a Professional Services Agreement (PSA) with MIG for contract planning services that includes one senior-level planner to assist with managing and processing planning applications.

**13. REQUEST FOR APPROVAL OF A CO-SPONSORSHIP AND FEE WAIVER OF "HOMECOMING 2021" HOSTED BY SOUTH PASADENA HIGH SCHOOL ASSOCIATED STUDENT BODY.**

**Recommendation**

It is recommended that the City Council approve the South Pasadena High School Associated Student Body request for co-sponsorship of October 23, 2021, and waive associated fees.

**14. RENAMING OF THE PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT TO THE COMMUNITY DEVELOPMENT DEPARTMENT AND ADOPTION OF RESOLUTION APPROVING A CLASSIFICATION AND SALARY RANGE FOR DEPUTY COMMUNITY DEVELOPMENT DIRECTOR AND CHANGING THE TITLE OF THE PLANNING AND COMMUNITY DEVELOPMENT DIRECTOR POSITION TO COMMUNITY DEVELOPMENT DIRECTOR.**

**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA CHANGING THE NAME OF THE PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT TO COMMUNITY DEVELOPMENT DEPARTMENT, CHANGING THE TITLE OF THE PLANNING AND COMMUNITY DEVELOPMENT DIRECTOR TO COMMUNITY DEVELOPMENT DIRECTOR AND ESTABLISHING THE POSITION OF DEPUTY COMMUNITY DEVELOPMENT DIRECTOR, AND ADOPTING NEW JOB DESCRIPTIONS AND SALARY RANGES

**Recommendation**

It is recommended that the City Council consider the following actions:

1. Rename the Planning and Community Development Department to Community Development Department; and
2. Adopt a resolution approving the classification and salary range for a new Deputy Community Development Director and change the title of the Planning and Community Development Director to Community Development Director.
3. Appropriate \$4,085 to Community Development/ Salaries – Permanent Account

101-7011-7000-000 to cover the difference in cost for the new Deputy Community Development Director.

- 15. ADOPTION OF A RESOLUTION CONTINUING THE PROCLAMATION OF A LOCAL EMERGENCY DUE TO THE OUTBREAK OF COVID-19, AUTHORIZING THE CITY MANAGER TO TAKE ALL NECESSARY ACTIONS AS THE DIRECTOR OF EMERGENCY SERVICES, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE CITY.**

**RESOLUTION**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, CONTINUING ITS PROCLAMATION OF A LOCAL EMERGENCY DUE TO THE OUTBREAK OF COVID19, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY THE MARCH 4TH DECLARATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE CITY OF SOUTH PASADENA FOR THE PERIOD OF OCTOBER 6 THROUGH NOVEMBER 5, PURSUANT TO BROWN ACT PROVISIONS

**Recommendation**

It is recommended that the City Council approve the attached resolution continuing the proclamation of a local emergency due to the outbreak of COVID-19, authorizing the City Manager to take all necessary actions as the Director of Emergency Services, and authorizing remote teleconference meetings of the legislative bodies of the City.

- 16. AUTHORIZE THE THIRD AMENDMENT WITH STANTEC CONSULTING SERVICES, INC. EXTENDING THE AGREEMENT FOR SERVICES FOR ENGINEERING SUPPORT SERVICES RELATED TO THE GRAVES RESERVOIR PROJECT.**

**Recommendation**

It is recommended that the City Council authorize the City Manager to execute the third contract amendment with Stantec Consulting Services, Inc. (Stantec) to extend the agreement for engineering support services related to the Graves Reservoir Project.

- 17. THIS ITEM WAS PULLED TO BE DISCUSSED SEPARATELY.**

- 18. APPROVAL OF A MILLS ACT CONTRACT FOR PROPERTY LOCATED AT 1016 ORANGE GROVE AVENUE (ASSESSOR'S PARCEL NUMBER 5315-019- 037) PROJECT NO. 2383-MIL.**

**Recommendation**

It is recommended that the City Council enter into a Mills Act contract with the property owners of 1016 Orange Grove Avenue, which is Historic Landmark No. 57.

**19. APPROVAL OF A MILLS ACT CONTRACT FOR PROPERTY LOCATED AT 807 BANK STREET (ASSESSOR'S PARCEL NUMBER 5314-019-021) PROJECT NO. 2397-MIL.**

**Recommendation**

It is recommended that the City Council enter into a Mills Act contract with the property owners of 807 Bank Street, which is Historic Landmark No. 56.

**COUNCIL ACTION AND MOTION**

Mayor Mahmud noted recommended that the motion to approve the Consent Calendar should be made with the reference to the supplemental documents for Agenda Items 9,11,12, and 15 and acknowledged receipt of emailed public comments from Chris Bray on Item 10 and comments on Items 15 and16.

Councilmember Zneimer requested that Item 10 be pulled for comment. Mayor Pro Tem Cacciotti requested that Items 9 and 17 be pulled.

Motion Mayor Pro Tem Cacciotti, second by Councilmember Zneimer, approved by roll call vote to approve Consent Calendar Item(s) 11-16 and 18-19, as presented.

Motion carried, 5-0.

<b>CONSENT CALENDAR - AGENDA ITEM(S) PULLED FOR SEPARATE DISCUSSION</b>
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**9. PRESENTATION OF CITY COUNCIL MEETING MINUTES.**

**Recommendation**

It is recommended that the City Council approve the minutes as listed on the agenda and as presented.

Mayor Pro Tem Cacciotti commented on the second bullet point on page 9-21, "Reallocate funds from AB 2766 for clean air vehicles in Police and Public Works in lieu of computer equipment." Stating that for the record he would like to ensure the funds do go to the Police for transitioning to clean vehicles as well as Public Works if needed.

Mayor Mahmud commented that the substance of staff response to Council inquiry could be reflected more thoroughly in the minutes and asked that this be done day forward.

Motion by Mayor Pro Tem Cacciotti, second by Councilmember Primuth, to approve the minutes as listed on the agenda.



Motion carried, 5-0.

**10. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$480,589.62; GENERAL CITY WARRANTS IN THE AMOUNT OF \$684,222.22; SUPPLEMENTAL ACH PAYMENTS IN THE AMOUNT OF \$20,378.81; TRANSFERS OUT IN THE AMOUNT OF \$72,591.41; VOIDS IN THE AMOUNT OF (\$2,650.00); PAYROLL IN THE AMOUNT OF \$614,821.84.**

**Recommendation**

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

Councilmember Zneimer commented regarding an inquiry submitted to Interim Finance Director Ken Louie and was notified that City Attorney Jared would be making a formal response and noted that historically special projects were itemized and inquired as to what those projects are and noted that historically litigation warrants were itemized with case names and numbers and indicated that information would be useful for the public.

Councilmember Primuth inquired of the City Attorney of the level of disclosure permitted within the confidentiality of litigation warrants.

City Attorney Jared responded that a 2016 California Supreme Court Case states that for ongoing and pending litigation matters no part of the invoice including the total is required to be reported; for concluded matters the total amount of an invoice is required but the descriptions are not which is why the move to protect the sanctity of attorney/client privilege resulted.

Councilmember Zneimer commented that she would like to see the names of the cases on the warrants for transparency purposes.

Councilmember Primuth commented that legal recommendations versus transparency policies call for further discussion.

Motion by Councilmember Zneimer, second by Mayor Pro Tem Cacciotti, to approve the recommended action.

Motion carried, 5-0.

City Clerk staff confirmed there were no requests to speak on Items 15 or 16.

**17. APPROVAL OF A MILLS ACT CONTRACT FOR PROPERTY LOCATED AT 917 PALM AVENUE (ASSESSOR'S PARCEL NUMBER 5313-008-024) PROJECT NO. 2382-MIL.**

**Recommendation**

It is recommended that the City Council enter into a Mills Act contract with the property owners of 917 Palm Avenue, which is a contributor to the designated El Centro/Indiana/Palm Historic District.

Mayor Pro Tem Cacciotti expressed concerns regarding the ten-year reduction in property taxes and inquired of the City Attorney as to what happens after the ten years.

City Attorney Jared responded that the type of contract is an Evergreen Contract and that the ten-year period is a minimum period in to address the conservation issues specified in the Mills Act contract. Pursuant to South Pasadena Code, the contract automatically renews on the anniversary of the contract for an additional one-year period; Council can take action at year six to terminate adding another year which gives a termination date of ten years from Council action.

Mayor Cacciotti requested that the list of all the Mills Act contracts be returned to Council in 2022 to determine which should be terminated in effort to fairly balance the tax burden.

City Attorney stated that the reports are required to be brought before the Cultural Heritage Commission on a regular basis as well.

City Manager Chaparyan commented that staff is compiling a holistic list and will be brought to Council in 2022.

Mayor Mahmud suggested consideration of an audit given the financial ramifications.

Motion Mayor Pro Tem Cacciotti, second by Councilmember Donovan, to approve the recommended action.

Motion carried, 5-0.

<b>PUBLIC HEARING</b>
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**20. APPROVAL OF A HISTORIC LANDMARK DESIGNATION FOR PROPERTY LOCATED 1601 MARENGO AVENUE (ASSESSOR'S PARCEL NUMBER 5320-007-001) PROJECT NO. 2414-LMN.**

**Recommendation**

It is recommended that the City Council conduct a public hearing and adopt a Resolution taking the following actions:

1. Find that the property at 1601 Marengo Avenue qualifies under criteria (1), (4), and (7) of the South Pasadena Municipal Code Section 2.63(b), for designation of a Historic Landmark; and
2. Designate the property at 1601 Marengo Avenue as a Historic Landmark (Historic Landmark No. 58) pursuant to South Pasadena Municipal Code

**COUNCIL ACTION AND MOTION**

Assistant Planner Marina Khrustaleva presented a staff report.

Mayor Mahmud opened the public hearing.

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

Motion by Councilmember Zneimer, second by Mayor Pro Tem Cacciotti to approve the recommended action.

Motion carried, 5-0.

<b>ACTION / DISCUSSION</b>
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**21. CALTRANS SURPLUS PROPERTIES DISPOSITION UPDATE; ESTABLISHING AD HOC FOR IMPLEMENTATION PHASE; AUTHORIZING ISSUANCE OF REQUEST FOR PROPOSALS FOR PROPERTY INSPECTION AND REPAIR ESTIMATES; AND AUTHORIZING EVALUATION OF FUNDING OPTIONS FOR ACQUISITION AND REHABILITATION OF PROPERTIES**

**Recommendation**

It is recommended that the City Council:

1. Consider establishing a City Council ad hoc Implementation Committee for the next phase of the California Department of Transportation (Caltrans) Surplus Properties Disposition; and
2. Authorize issuance of a Request for Proposals (RFP) for property inspection and repair estimate professionals for homes presently unoccupied homes, and homes being considered for acquisition when existing tenants choose not to purchase; and
3. Authorize evaluation of funding opportunities for acquisition and rehabilitation and prepare a home and portfolio financial feasibility analysis to support the acquisition and rehabilitation of the Caltrans properties.

**COUNCIL ACTION AND MOTION**

City Manager Arminé Chaparyan presented a staff report.

Mayor Mahmud confirmed that recommendation 1 is withdrawn as the ad hoc committee consisting of Mayor Pro Tem Cacciotti and Councilmember Primuth is the Implementation Committee.

Mayor Pro Tem Cacciotti requested to be removed from the Implementation Committee as it would be better served by a representative of the area.

Mayor Mahmud inquired of the City Attorney as to any possible Brown Act violations if Councilmember Donovan was to serve on the second ad hoc committee since the first is dissolved.

City Attorney Jared requested to review the facts and issues and return at a later date.

Councilmember Primuth inquired regarding an update on the Cal Trans letter stating that they want to work with staff.

City Manager Chaparyan commented that there has been communication with Cal Trans inquiring as to what next steps are.

Further inquiry was made by Councilmember Primuth regarding taking a strategic pause to figure out how the ad hoc committee will be composed going forward.

Mayor Pro Tem inquired regarding the current waterfall regulations for the vacant homes.

Interim Director of Planning and Community Development responded that it would be previous owner, then previous tenants that were in good standing, and then made available to housing related entities.

Mayor Mahmud inquired regarding SB 381 obligating Cal Trans to offer the homes to South Pasadena.

Staff (Adam Eliason from Civicstone) confirmed and stated that other housing entities would follow should South Pasadena decline.

Mayor Mahmud opened the public comment period.

Written comments were received by the following:

- Delaine Shane
- Linda Esposito
- Andrea Weinbrecht

Live comment was received by the following:

- Greg Weinbrecht expressed concern for tenants of Caltrans homes.
- Victoria Patterson expressed concern for representation of the tenants of Caltrans homes.
- Mark Gallatin expressed concern for the integrity of the buildings of the Caltrans homes.

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

City Manager Chaparyan noted that the Senator Portantino's office has agreed to community meeting to discuss the bills.

Motion made by Mayor Mahmud to defer action on the item and return to Council the first meeting in November, second by Councilmember Zneimer.

Councilmember Primuth inquired with the City Manager as to timeline.

City Manager Chaparyan requested specific clarification on what Council wishes returned for consideration.

Mayor Pro Tem Cacciotti commented that the same issues be returned with more specificity following the community meetings.

Councilmember Primuth offered an amendment to the motion to return to Council following a community meeting. Mayor Mahmud and Councilmember Zneimer accepted the amendment to the motion.

Motion carried, 5-0.

<b>INFORMATION REPORTS</b>
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**22.RECEIVE AND FILE REPORT ON UNARMED TRAFFIC ENFORCEMENT OFFICERS.**

**Recommendation**

It is recommended that the City Council receive and file the report on Unarmed Traffic Enforcement.

Public Safety Commissioner Ed Donnelly presented the staff report.

Council received report.

**ADJOURNMENT**

There being no further matters, Mayor Mahmud adjourned the meeting of the City Council at 10:23 PM.

Respectfully submitted:

\_\_\_\_\_/s/\_\_\_\_\_  
Christina Muñoz  
Acting Deputy City Clerk

APPROVED:

\_\_\_\_\_/s/\_\_\_\_\_  
DIANA MAHMUD  
MAYOR

Attest:

\_\_\_\_\_/s/\_\_\_\_\_  
Christina Muñoz  
Acting Deputy City Clerk