



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

MINUTES
WEDNESDAY, APRIL 19, 2023, AT 7:00 P.M.

CALL TO ORDER:

The Regular Meeting of the South Pasadena City Council was called to order by Mayor Primuth on Wednesday, April 19, 2023, at 7:03 P.M. in the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

<u>PRESENT</u>	Mayor	Jon Primuth
	Mayor Pro Tem	Evelyn G. Zneimer
	Councilmember	Janet Braun
	Councilmember	Jack Donovan
	Councilmember	Michael A. Cacciotti

ABSENT None

Mark Perez, Deputy City Clerk, announced a quorum.

CITY STAFF PRESENT:

Arminé Chaparyan, City Manager; Andrew Jared, City Attorney; Tiara Solorzano, Administrative Secretary; Mark Perez, 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 Community Member Dylan Rubin.

The City Council recessed to the Special Housing Authority Meeting at 7:05 P.M.

The City Council resumed the Regular City Council Meeting at 7:16 P.M.

CLOSED SESSION ANNOUNCEMENTS**1. Closed Session Announcements**

None.

PUBLIC COMMENT**2. Public Comment – General – General (Non-Agenda Items)****Zoom Comments:**

Alexander Keeno spoke regarding eviction notices that residents are receiving.

Yvonne LaRose spoke regarding the Denim Day Proclamation, and Take our Sons and Daughters to Work Day, and recent violence incidents.

Ella spoke regarding evictions.

Hellen Ramirez–Shaw spoke regarding price of natural gas.

In-Person Comments:

Joseph Grijalva spoke 60 day vacate notice from landlord.

Brianna Fuentes spoke regarding 60 day vacate notice from landlord and Ordinance 2351

Erica Rede spoke regarding no cause evictions.

Misa Chien spoke regarding hazardous chemicals in South Pasadena.

Nicolas Brenner spoke regarding gratitude for South Pasadena staff and officials for their attention to hazardous chemicals in City.

Matt Bennett spoke regarding no fault evictions. - 1313 Huntington Dr. (District 3)

Motion by Mayor Primuth, second by Councilmember Cacciotti, to direct staff to evaluate the “Substantial Renovation Just Cause” Ordinance and look into strengthening it with renters in mind. The ordinance is to be brought back as an Urgency Ordinance.

PRESENTATION**3. PRESENTATION OF A CERTIFICATE OF APPRECIATION FOR MARY ANN PARADA FOR DEDICATED SERVICE TO THE CITY OF SOUTH PASADENA**

Dan Parada, Joanne Nuckols, and Former Mayor Knapp, spoke and accepted the certificate of appreciation for Mary Ann Parada for dedicated service to the City of South Pasadena from Mayor Jon Primuth.

4. PRESENTATION OF A PROCLAMATION DECLARING APRIL 24, 2023, "REMEMBRANCE OF THE ARMENIAN GENOCIDE DAY"

Mayor Jon Primuth and Administrative Secretary Tiara Solorzano presented proclamation to the Armenia National Committee of America members.

5. PRESENTATION OF A PROCLAMATION DECLARING APRIL 26, 2023, AS "DENIM DAY"

Mayor Jon Primuth and Krissia Retana, Prevention and Division Manager at Peace Over Violence, presented and accepted the Proclamation.

6. PRESENTATION OF A PROCLAMATION DECLARING APRIL 22, 2023, AS "EARTH DAY"

Mayor Jon Primuth and Economic and Sustainable Manager Arpy Kasparian, presented and accepted the proclamation declaring April 22, 2023, as "Earth Day".

7. PRESENTATION OF A PROCLAMATION DECLARING APRIL 20, 2023 AS "LIBRARY VOLUNTEER RECOGNITION DAY"

Mayor Jon Primuth and Library Director Cathy Billings, presented the proclamation declaring April 20, 2023, as "Library Volunteer Recognition Day". The Proclamation was accepted by the Library Board of Trustees.

CHANGES TO THE AGENDA

8. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA

Item No. 23 is now in consent calendar based as stated in the additional documents.

Hearing no opposition, Mayor Primuth moved City Manager comments after the consent calendar and reordered the Action/Discussion Items to be heard in the following order:

- Item No. 25
- Item No. 21
- Item No. 24
- Item No. 22

CONSENT CALENDAR**OPPORTUNITY TO COMMENT ON CONSENT CALENDAR**

Items listed under the Consent Calendar are considered by the City Manager to be routine in nature and will be enacted by one motion unless a public comment has been received or Councilmember requests otherwise, in which case the item will be removed for separate consideration. Any motion relating to an ordinance or a resolution shall also waive the reading of the ordinance or resolution and include its introduction or adoption as appropriate.

A motion was made by Councilmember Cacciotti, seconded by Mayor Pro Tem Zneimer and approved by roll call vote to approve Consent Calendar Items 11-14, 16-18, 20, and 23 as presented. Mayor Pro Tem Zneimer requested to pull Item Nos. 9, 10, and 15 for separate discussion. Mayor Primuth requested to pull Item No. 19 for separate discussion. The motion carried 5-0, by the following vote:

AYES: Braun, Cacciotti, Donovan, Zneimer, Mayor Primuth
NOES: None.
ABSENT: None.
ABSTAINED: None.

9. **APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$170,026.38; GENERAL CITY WARRANTS IN THE AMOUNT OF \$1,468,500.78; VOIDS IN THE AMOUNT OF (\$992.19); ONLINE PAYMENTS IN THE AMOUNT OF \$44,018.86; TRANSFERS IN THE AMOUNT OF \$83,135.75; PAYROLL IN THE AMOUNT OF \$1,757,175.67**

Recommendation

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

COUNCIL ACTION AND MOTION

Mayor Pro Tem Zneimer pulled this item for further discussion. A motion was made by Mayor Pro Tem Zneimer, seconded by Councilmember Cacciotti and approved by roll call vote Item No. 9, as presented. The motion carried 5-0, by the following vote:

AYES: Braun, Cacciotti, Donovan, Zneimer, Mayor Primuth
NOES: None.
ABSENT: None.
ABSTAINED: None.

10. **MONTHLY INVESTMENT REPORTS FOR JANUARY AND FEBRUARY 2023**

Recommendation

It is recommended that the City Council receive and file the Monthly Investment Reports for January and February 2023.

COUNCIL ACTION AND MOTION

Councilmember Braun and MPT Zneimer requested that the Finance Commission review the investment reports more frequently.

Mayor Pro Tem Zneimer pulled this item for further discussion. A motion was made by Mayor Pro Tem Zneimer, seconded by Councilmember Braun and approved by roll call vote Item No. 10, as presented. The motion carried 5-0, by the following vote:

AYES: Braun, Cacciotti Donovan, Zneimer, Mayor Primuth
NOES: None.
ABSENT: None.
ABSTAINED: None.

11. APPROVAL OF A DISCRETIONARY FUNDS REQUEST FROM MAYOR PRO TEM EVELYN ZNEIMER IN THE AMOUNT OF \$1,000 FOR ASIAN AMERICAN PACIFIC ISLANDER EVENT

Recommendation

It is recommended that the City Council:

1. Find that the requested allocation of Discretionary Funds to support the Asian American Pacific Islander (AAPI) Event is consistent with the findings required pursuant to the Guidelines for the Application of City Council Discretionary Budget Accounts adopted by Resolution No. 7174; and
2. Approve the requested allocation totaling \$1,000 by Mayor Pro Tem Zneimer to support the AAPI Event.

A motion was made to approve recommendation on the Consent Calendar

12. APPROVAL OF A DISCRETIONARY FUNDS REQUEST FROM COUNCILMEMBER JACK DONOVAN IN THE AMOUNT OF \$1,500 FOR SUMMER CONCERTS IN THE PARK

Recommendation

It is recommended that the City Council:

1. Find that the requested allocation of Discretionary Funds to support the Summer Concerts in the Park is consistent with the findings required pursuant to the Guidelines for the Application of City Council Discretionary Budget Accounts adopted by Resolution No. 7174; and
2. Approve the requested allocation totaling \$1,500 by Councilmember Donovan to support the Summer Concerts in the Park.

A motion was made to approve recommendation on the Consent Calendar

13. AWARD OF CONTRACT TO PYRO-SPECTACULARS, INC. IN THE AMOUNT OF \$30,590 FOR THE FOURTH OF JULY FIREWORKS DISPLAY

Recommendation

It is recommended that the City Council:

1. Award a contract to Pyro-Spectaculars, Inc. (Pyro-Spectaculars) in the amount of \$30,590 for the Fourth of July Fireworks display; and
2. Authorize the City Manager to execute an agreement.

A motion was made to approve recommendation on the Consent Calendar

14. AWARD OF CONTRACT TO REPUBLIC EVS IN THE AMOUNT OF \$282,608 FOR THE PURCHASE OF A 2024 FORD E-450 MEDIX RESCUE AMBULANCE

Recommendation

It is recommended that the City Council:

1. Award a contract to Republic EVS, at the proposed competitive procurement price utilizing Houston-Galveston Area Council (H-GAC) nationwide government procurement service for the purchase of a 2024 Ford E-450 Type 3 Medix Rescue Ambulance (RA); and
2. Authorize the City Manager to execute the attached Offer and Purchase Agreement.

A motion was made to approve recommendation on the Consent Calendar

15. AUTHORIZE A FOURTH CONTRACT AMENDMENT FOR INTERIM LANDSCAPING SERVICES WITH LANDCARE THROUGH JUNE 30, 2023 FOR A MONTHLY MAXIMUM AMOUNT OF \$37,357.96

Recommendation

It is recommended that the City Council authorize the City Manager to execute a contract amendment for interim landscaping services through June 30, 2023, with LandCare, for a total monthly amount not to exceed \$37,357.96.

COUNCIL ACTION AND MOTION

Mayor Pro Tem Zneimer pulled this item for further discussion. A motion was made by Mayor Pro Tem Zneimer, seconded by Councilmember Cacciotti and approved by roll call vote Item No. 9, as presented. The motion carried 5-0, by the following vote:

AYES: Braun, Cacciotti Donovan, Zneimer, Mayor Primuth
NOES: None.
ABSENT: None.
ABSTAINED: None.

16. APPROVE AMENDMENT FOR SPECIAL COUNSEL FOR SB 381 IMPLEMENTATION AND CALTRANS PROPERTIES DISPOSITION WITH AKIN GUMP STRAUSS HAUER & FELD, LLP, FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$40,000

Recommendation

It is recommended that the City Council:

1. Approve an amendment to the agreement with Akin Gump Strauss Hauer & Feld, LLP (Akin) for a new total not-to-exceed amount of \$40,000; and
2. Direct the use and reallocation of Slater Reimbursement Reserve Funds for the work performed by Akin.

A motion was made to approve recommendation on the Consent Calendar

17. ESTABLISH SENIOR COMMUNITY IMPROVEMENT COORDINATOR CLASSIFICATION AND SALARY RANGE

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING APPROVING NEW POSITION CLASSIFICATION OF SENIOR COMMUNITY IMPROVEMENT COORDINATOR

Recommendation

It is recommended that the City Council approve a resolution to establish the classification title and salary range for Senior Community Improvement Coordinator.

A motion was made to approve recommendation on the Consent Calendar

Resolution No. 7811 was adopted.

18. APPROVAL OF MAYOR'S LIST OF CITY COUNCIL LIAISON AND REGIONAL GROUP APPOINTMENTS

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPOINTING DELEGATES, REPRESENTATIVES, AND ALTERNATES AS OFFICIAL REPRESENTATIVES OF THE CITY OF SOUTH PASADENA, SUPERSEDING RESOLUTION NO. 7808

Recommendation

It is recommended that the City Council:

1. Approve the Mayor's list of City Council Liaison and Regional Group Appointments to various commissions, boards, and committees; and

- 2. Adopt a Resolution, superseding Resolution No. 7808, appointing delegates, representatives, and alternates as official representatives of the City of South Pasadena.

A motion was made to approve recommendation on the Consent Calendar

Resolution No. 7812 was adopted.

19. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR APRIL 20, 2022, MAY 04, 2022, AND MARCH 15, 2023

Recommendation

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

COUNCIL ACTION AND MOTION

Mayor Primuth pulled this item for further discussion. A motion was made by Mayor Pro Tem Zneimer, seconded by Councilmember Donovan and approved by roll call vote to approve the April 20, 2022, Meeting Minutes. The motion carried 4-0-1, by the following vote:

AYES: Cacciotti, Donovan, Zneimer, Mayor Primuth
NOES: None.
ABSENT: None.
ABSTAINED: Braun

Mayor Primuth pulled this item for further discussion. A motion was made by Councilmember Donovan, seconded by Mayor Pro Tem Zneimer and approved by roll call vote to approve the May 04, 2022, Special and Regular Meeting Minutes. The motion carried 4-0-1, by the following vote:

AYES: Cacciotti, Donovan, Zneimer, Mayor Primuth
NOES: None.
ABSENT: None.
ABSTAINED: Braun

Mayor Primuth pulled this item for further discussion. A motion was made by Councilmember Braun, seconded by Mayor Pro Tem Zneimer and approved by roll call vote to approve the March 15, 2023, Special and Regular Meeting Minutes. The motion carried 5-0, by the following vote:

AYES: Braun, Cacciotti, Donovan, Zneimer, Mayor Primuth
NOES: None.
ABSENT: None.
ABSTAINED: None.

20. AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH ROTH STAFFING COMPANIES, L.P. FOR TEMPORARY STAFFING SERVICES IN A NEW NOT-TO-EXCEED AMOUNT OF \$45,000

Recommendation

It is recommended that the City Council authorize the City Manager, or designee, to execute all documents necessary to amend the Professional Services Agreement with Roth Staffing Companies, L.P. for temporary staffing services, to increase the contract amount by \$15,000.

A motion was made to approve recommendation on the Consent Calendar

23. APPROVE FUND ALLOCATION AND AUTHORIZE THE CITY MANAGER TO EXECUTE A CONTRACT AMENDMENT TO COMPLETE THE ENVIRONMENTAL REVIEW DOCUMENTS FOR THE 2021-2029 HOUSING ELEMENT AND GENERAL PLAN/ DOWNTOWN SPECIFIC PLAN FOR A TOTAL NOT TO EXCEED AMOUNT OF \$291,974

Recommendation

It is recommended that the City Council:

1. Allocate and appropriate \$62,715 from General Fund Fund balance reserves, Account 101-0000-0000-3200-000 to fund the Community Development Department Professional Services appropriations in Account Number 101-7010-7011-8170-000; and
2. Authorize the City Manager to execute the Fourth Amendment to the Psomas Professional Services Agreement (PSA) for the Program Environmental Impact Report for the 2021-2029 Housing Element and General Plan/Downtown Specific Plan to include additional analysis and finalize related documents in the amount of \$62,715 for a total not-to-exceed amount of \$291,974.

A motion was made to approve recommendation on the Consent Calendar

ACTION/DISCUSSION

21. REVIEW AND DISCUSS THE CITY OF SOUTH PASADENA SPECIAL EVENT AND CO-SPONSORSHIP PROGRAM

Recommendation

It is recommended that the City Council:

1. Review the Special Event and Co-Sponsorship Program (Program);
2. Provide direction on staffing costs for Co-Sponsored events; and
3. Provide direction regarding business license requirements for vendors and sub-vendors of all events.

Sheila Pautsch made presentation on item.

Councilmember Cacciotti requested to know when an organization pays for business license as well as staffing costs.

Mayor Pro Tem Zneimer spoke regarding health and food permits from food vendors.

Councilmember Braun is in support to charging all 501c3 organizations, and all vendors and organizations should be required to have business licenses and be fully insured. Councilmember Braun also pointed out gray areas with organizations such as South Pasadena Tournament of Roses (SPTOR) and the Chamber of Commerce.

Mayor Primuth spoke regarding co-sponsoring events and it being a collaborative effort with organizations and vendors.

Mayor Pro Tem Zneimer spoke on weekend classes at the park and weddings in the park and how hiring a Park Attendant is needed to take care of those needs.

Councilmember Cacciotti spoke on the Eclectic Event and is requesting an updated BIT with detailed accounting information on fees collected during events. In addition, Councilmember Cacciotti also requested the City look at charging organizations for staffing costs and facilities by implementing a uniformed policy to utilize the City's open spaces and facilities on the next budget cycle and begin notifying the organizations in January 2024.

Mayor Pro Tem Zneimer and Councilmember Braun agreed with Councilmember Cacciotti.

Mayor Primuth inquired on loss of revenue.

The City Council confirmed the City is requiring all 501c organizations be treated equally and vendors are required to have a business license and insurance.

22. ESTABLISH CREDIT CARD PROCESSING FEES FOR COMMUNITY SERVICES DEPARTMENT FOR CIVICPLUS REGISTRATION SOFTWARE

Recommendation

It is recommended that the City Council:

1. Establish the service fee model in which the customer pays the 3% Credit Card Processing Fee (CCPF) to Forte; and
2. Eliminate the current 0.25% CCPF for the Community Services Department (Department).

COUNCIL ACTION AND MOTION

A motion was made by Councilmember Cacciotti, seconded by Mayor Pro Tem Zneimer and approved by roll call vote Item No. 22, as presented. The motion carried 5-0, by the following vote:

- AYES: Braun, Cacciotti Donovan, Zneimer, Mayor Primuth
- NOES: None.
- ABSENT: None.
- ABSTAINED: None.

PUBLIC HEARING

24. PUBLIC HEARING TO ADOPT A RESOLUTION APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR FISCAL YEAR 2023/2024 IN THE AMOUNT OF \$130,658, WITH \$19,599 FOR THE SENIOR NUTRITION PROGRAM AND \$111,059 FOR SIDEWALK REPLACEMENTS AND AMERICAN WITH DISABILITIES (ADA) ACT RAMP UPGRADES

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, AUTHORIZING THE ALLOCATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR THE SENIOR NUTRITION PROGRAM AND SIDEWALK REPLACEMENTS AND AMERICAN WITH DISABILITIES ACT (ADA) RAMP UPGRADES FOR FISCAL YEARS 2023/2024

Recommendation

It is recommended that the City Council conduct a public hearing and adopt a resolution to approve an allocation of the Community Development Block Grant (CDBG) funds for the Fiscal Year 2023/2024, in the total amount of \$130,658 with \$19,599 for the Senior Nutrition Program (Program) and \$111,059 for Sidewalk Replacements and ADA ramp upgrades.

COUNCIL ACTION AND MOTION

Mayor Primuth opened the Public Hearing.

With no requests to speak, the Public Hearing was closed at 10:08 P.M.

A motion was made by Councilmember Cacciotti, seconded by Mayor Pro Tem Zneimer and approved by roll call vote Item No. 24, as presented. The motion carried 5-0, by the following vote:

AYES: Braun, Cacciotti Donovan, Zneimer, Mayor Primuth
NOES: None.
ABSENT: None.
ABSTAINED: None.

Resolution No. 7813 was adopted.

INFORMATIONAL REPORTS

25. RECEIVE AND FILE THE COMMUNITY SERVICES DEPARTMENT ORGANIZATIONAL AND OPERATIONAL ASSESSMENT

Recommendation

It is recommended that the City Council receive and file a report and presentation on the Community Services Department (Department) Organizational and Operational Assessment (Assessment).

Hearing no opposition, the report and presentation were received and filed.

PUBLIC COMMENT – CONTINUED

26. CONTINUED PUBLIC COMMENT – GENERAL

None.

COMMUNICATIONS

27. COUNCILMEMBER COMMUNICATIONS

Councilmember Donovan spoke regarding Congresswoman Judy Chu presentation of a check to the San Gabriel Valley CARE program and spoke on the program.

Mayor Pro Tem Zneimer had no comments.

Councilmember Braun had no comments.

Councilmember Cacciotti spoke regarding events and meetings he recently attended such as: Eggstravaganza, Nature Park Clean-up, Electric Leaf Blower Demonstration, Electric leaf blower discussion with Code Enforcement, San Gabriel Valley COG meeting, an event in Monterrey Park for Mike Fong, and also spoke about the electric leaf blower exchange program.

Mayor Primuth had no comments.

28. CITY MANAGER COMMUNICATIONS

City Manager Chaparyan recognized Nathalie Wilcox on her CPRS District 13 installation as President.

City Manager Chaparyan spoke on the budget survey and 135th birthday celebration for the City of South Pasadena.

ADJOURNMENT


There being no further matters, Mayor Primuth adjourned the meeting of the City Council at 11:40 P.M., to the Special City Council meeting scheduled on Wednesday, April 26, 2023.

RESPECTFULLY SUBMITTED:



Mark Perez
Deputy City Clerk

APPROVED:



Jon Primuth
Mayor

ATTEST:



Mark Perez
Deputy City Clerk

Approved at City Council Meeting: May 3, 2023