



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

**MINUTES**  
**WEDNESDAY, SEPTEMBER 6, 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, September 6, 2023, at 8:12 P.M. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL:**

**PRESENT**

Mayor	Jon Primuth
Councilmember	Janet Braun
Councilmember	Michael A. Cacciotti
Councilmember	Jack Donovan

**ABSENT**

Mayor Pro Tem	Evelyn G. Zneimer
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Mayor Pro Tem's absence was excused without objection.  
Mark Perez, Deputy City Clerk, announced a quorum.

**CITY STAFF PRESENT:**

Arminé Chaparyan, City Manager; Roxanne Diaz, City Attorney; 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 Councilmember Donovan.

**CLOSED SESSION ANNOUNCEMENTS**

**1. CLOSED SESSION ANNOUNCEMENTS**

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

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

1. Sanchez v. City of South Pasadena, et. al. (LASC Case No. 23STLC01516).
2. City of South Pasadena, et al. vs California Department of Transportation, et al. (LASC Case No. 21STCP01779)

**B. CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION-SIGNIFICANT EXPOSURE TO LITIGATION**

(Government Code Section 54945.9(d)(2))

Number of Potential Cases: 1

**C. CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION-INITIATION OF LITIGATION**

(Government Code Section 54945.9(d)(4))

Number of Potential Cases: 2

None.

**PUBLIC COMMENT**

**2. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)**

**In-Person Public Comments:**

Chuck Saint spoke regarding the Slow Streets program.

Gino Thomas spoke regarding property and a construction project.

**Zoom Public Comments:**

Yvonne LaRose spoke regarding the recent incident involving active shooters in other Cities.

**PRESENTATIONS**

**3. CHILDHOOD CANCER AWARENESS MONTH PROCLAMATION**

Deputy City Clerk Mark Perez and Mayor Primuth presented proclamation.

Councilmember Cacciotti stated that everyone is responsible and has an obligation for preventing cancer and creating cleaner energy. Cars and all emissions from air polluting sources such as vehicles, ships, planes, lawn equipment, etc., are directly connected to cancer as noted by a study.

**4. STAFF INTRODUCTION**

**Community Development Department:**

Dean Flores, Senior Planner  
Tatiana Marin, Planning Technician

**Community Development Director Angelica Frausto-Lupo introduced Dean Flores, Senior Planner, and Planning Technician, Tatiana Marin.**

**Management Services Department:**

Tina Lopez, Human Resources and Risk Manager

**Management Services Director Luis Frausto introduced Tina Lopez, Human Resources and Risk Manager.**

**Public Works Department:**

Lance Escalera, Electrician

**Deputy Director of Public Works Anteneh Tesfaye introduced Electrician, Lance Escalera.**

**5. WESTERN ASSET AND MORGAN STANLEY PRESENTATION**

**Finance Manager Albert Trinh presented on item and introduced consultants, David Paulus from Western Asset and Bryan Longpre from Morgan Stanley.**

**COMMUNICATIONS**

**6. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA**

None.

**CONSENT CALENDAR**

**Councilmember Donovan requested to pull Item No. 9 for separate discussion. A motion was made by Councilmember Cacciotti, seconded by Councilmember Braun and approved by roll call vote to approve Consent Calendar Item Nos. 7, 8, 10, 11, 12, 13, 14 and 15, as modified by the additional documents. The motion carried 4-0-1, by the following vote:**

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

**7. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$36,057.11; GENERAL CITY WARRANTS IN THE AMOUNT OF \$1,739,042.46; ONLINE PAYMENTS IN THE AMOUNT OF \$17,177.80; TRANSFERS IN THE AMOUNT OF \$194,951.27; VOIDS IN THE AMOUNT OF (\$220.00); PAYROLL IN THE AMOUNT OF \$805,865.12**

Recommendation

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

**A motion was made to approve recommendation on the Consent Calendar.**

**8. CONSIDERATION OF APPROVAL OF CITY COUNCIL MEETING MINUTES FOR AUGUST 16, 2023, JANUARY 18, 2023, FEBRUARY 9, 2023**

Recommendation

It is recommended that the City Council consider the approval of the minutes for the Regular Meetings of August 16, 2023, January 18, 2023, and Special Meeting of February 9, 2023.

**A motion was made to approve recommendation on the Consent Calendar as modified by the additional documents.**

**9. CONSIDERATION OF APPROVAL OF PAYMENTS TO TEREX CORPORATION AND CALIFORNIA MAINTENANCE AND ENVIRONMENTAL IN THE TOTAL AMOUNT OF \$38,546.50**

Recommendation

It is recommended that the City Council:

1. Consider the approval of payment to Terex Corporation (Terex) for past invoices in the amount of \$23,763.63; and
2. Consider the approval of payment to California Maintenance and Environmental (CME) for past invoices in the amount of \$14,782.87.

Public Works Director Ted Gerber presented the item. Staff responded to questions raised by the City Council.

**COUNCIL ACTION AND MOTION**

**This item was pulled for separate discussion by Councilmember Donovan. A motion was made by Councilmember Cacciotti, seconded by Councilmember Donovan, and approved by roll call vote to approve Item No. 9, as presented. The motion carried 4-0-1, by the following vote:**

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

**10. RESOLUTION APPROVING CERTAIN EASEMENT AND TRANSFER OF APPURTENANT FACILITIES RELATED TO THE INSTALLATION OF VEHICLE CHARGING STATIONS ON CITY PROPERTY AND AUTHORIZING THE CITY MANAGER TO GRANT AND EXECUTE EASEMENTS FOR PUBLIC UTILITY PURPOSES**

Recommendation

It is recommended that the City Council adopt the Resolution to approve certain easements and transfer of appurtenant facilities related to the installation of vehicle charging stations in the form approved by the City Attorney and Public Works Director and authorize the City Manager to execute the same; and authorize the City Manager to grant and execute easements generally for public utility purposes related to City projects.

**RESOLUTION**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPROVING CERTAIN EASEMENTS AND TRANSFER OF APPURTENANT FACILITIES RELATED TO THE INSTALLATION OF VEHICLE CHARGING STATIONS ON CITY PROPERTY AND AUTHORIZING THE CITY MANAGER TO GRANT AND EXECUTE EASEMENTS ON BEHALF OF THE CITY FOR PUBLIC UTILITY PURPOSES**

**A motion was made to approve recommendation on the Consent Calendar.**

**Resolution No. 7829 was adopted.**

**11. CONSIDERATION OF APPROVAL OF THE PROPOSED FISCAL YEAR 2023-2024 WATER CONSERVATION PROGRAM AND CONTINUATION OF THE EXISTING DECLARATION OF STAGE 2: SERIOUS WATER SUPPLY SHORTAGE**

Recommendation

It is recommended that the City Council consider approval of:

1. The proposed Water Conservation Programs for the 2023-2024 fiscal year; and
2. The continuation of the existing Stage 2: Serious Water Supply Shortage.

**A motion was made to approve recommendation on the Consent Calendar.**

**12. CONSIDER THE AUTHORIZATION OF APPOINTMENT TO THE PUBLIC WORKS COMMISSION**

Recommendation

Mayor Primuth recommends that the City Council consider the appointment of Omari Ferguson to the Public Works Commission for a partial term ending December 31, 2024.

**A motion was made to approve recommendation on the Consent Calendar.**

**13. APPROVAL OF PURCHASE OF VEHICLE FOR COMMUNITY DEVELOPMENT DEPARTMENT FOR CODE ENFORCEMENT DIVISION**

**RESOLUTION**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA APPROVING THE PURCHASE OF A 2023 CHEVY BOLT ELECTRIC VEHICLE, WITH RELATED EQUIPMENT AND ACCESSORIES, IN A TOTAL AMOUNT NOT TO EXCEED \$38,000**

Recommendation

It is recommended that the City Council consider adoption of a resolution authorizing the City Manager, or designee, to purchase a 2023 Chevrolet Bolt electric vehicle with related equipment and accessories in an amount not to exceed \$38,000, and approve the single-source procurement pursuant to Section 2-99-29(19) and the City's Purchasing Policy.

**A motion was made to approve recommendation on the Consent Calendar.**

**Resolution No. 7830 was adopted.**

**14. SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH ROTH STAFFING COMPANIES, L.P. FOR TEMPORARY STAFFING SERVICES FOR THE EXTENSION OF THE TERM**

Recommendation

It is recommended that the City Council approve the Second Amendment to the Professional Services Agreement with Roth Staffing Companies, L.P. for temporary staffing services for the extension of the term and authorize the City Manager to execute the amendment.

**A motion was made to approve recommendation on the Consent Calendar.**

**15. AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH ROBERT HALF INTERNATIONAL INC., FOR TEMPORARY STAFFING SERVICES IN AN AMOUNT NOT-TO-EXCEED \$89,000**

Recommendation

It is recommended that the City Council consider:

1. Authorizing the City Manager, or designee, to execute all documents necessary to amend the Professional Services Agreement with Robert Half International Inc. for temporary staffing services, to increase the contract amount by \$89,000 to continue services through the end of December 2023, and
2. Approving the transfer in the amount of \$84,000 in State and Local Fiscal Recovery Funds from Account No. 101-3010-3041-8020 (Finance- Special Department Expense) to Account No. 101-2030-2034-8170-000 (Management Services- Professional Services) to fund the amendment.

**A motion was made to approve recommendation on the Consent Calendar.**

**ACTION/DISCUSSION**

**16. CONSIDERATION OF A RESOLUTION APPROVING AND ESTABLISHING THE SALARY SCHEDULE FOR THE FACILITIES AND PARKS SUPERVISOR**

**RESOLUTION**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA ADOPTING A SALARY RANGE FOR THE PARKS AND FACILITIES SUPERVISOR CLASSIFICATION**

Recommendation

It is recommended that the City Council consider adoption of a Resolution approving and establishing the salary schedule for the Facilities and Parks Supervisor classification.

Management Services Director Luis Frausto presented the item. Staff responded to questions raised by the City Council.

**COUNCIL ACTION AND MOTION**

**A motion was made by Councilmember Cacciotti, seconded by Councilmember Donovan approved by roll call vote to approve Item No. 16, as presented by staff. The motion carried 4-0-1, by the following vote:**

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

**Resolution No. 7831 was adopted.**

**17. STATUS OF THE 626 PROSPECT RESERVE ACCOUNT**

Recommendation

Staff recommends that the City Council receive and file.

Deputy Finance Director/Controller Hsiulee Tran presented the item. Staff responded to questions raised by the City Council.

**Hearing no opposition, the presentation was received and filed.**

**PUBLIC COMMENT – CONTINUED**

**18. CONTINUED PUBLIC COMMENT – GENERAL**

None.

**COMMUNICATIONS**

**19. COUNCILMEMBER COMMUNICATIONS**

Councilmember Donovan had no comments.

Councilmember Braun had no comments.

Mayor Primuth had no comments.

Councilmember Cacciotti gave a presentation on his recent attendance at the Ad Hoc Meeting for the San Gabriel Valley Council of Governments for Mental Health, the Orange Grove Luncheon, and noted various instances of residents in violation of the Gas-Powered Leaf Blower Ban.

**20. CITY MANAGER COMMUNICATIONS**

City Manager Chaparyan had no comments.

**ADJOURNMENT**

There being no further matters, Mayor Primuth adjourned the meeting of the City Council at 9:43 P.M.

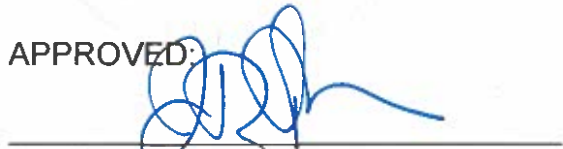


Respectfully submitted:



Mark Perez  
Deputy City Clerk

APPROVED:



Jon Primuth  
Mayor

ATTEST:



Mark Perez  
Deputy City Clerk

*Approved at City Council Meeting: September 27, 2023*