



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

MINUTES

WEDNESDAY, APRIL 17, 2024, AT 7:00 P.M.

CALL TO ORDER:

The Regular Meeting of the South Pasadena City Council was called to order by Mayor Zneimer on Wednesday, April 17, 2024, at 7:46 P.M. The City Council Chambers are located at 1424 Mission Street, South Pasadena, California 91030.

ROLL CALL:

PRESENT

Mayor	Evelyn G. Zneimer
Mayor Pro Tem	Jack Donovan
Councilmember	Jon Primuth
Councilmember	Michael A. Cacciotti
Councilmember	Janet Braun

ABSENT

None.

Tiara Solorzano, Management Assistant announced a quorum.

CITY STAFF PRESENT:

Arminé Chaparyan, City Manager; Roxanne Diaz, City Attorney; Tiara Solorzano, Management Assistant 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 Primuth.

CLOSED SESSION ANNOUNCEMENTS

1. CLOSED SESSION ANNOUNCEMENTS

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Government Code Section 54957)

Title: City Manager

Title: City Attorney

B. CONFERENCE WITH LABOR NEGOTIATORS

(Government Code Section 54957.6)

Conference with Labor Negotiators regarding labor negotiations with the following groups:

Employee Organization: South Pasadena Police Officers' Association

City Attorney Roxanne Diaz stated that no reportable action was taken during closed session.

PUBLIC COMMENT

2. Public Comment – General (Non-Agenda Items)

In Person Public Comments:

Mary Urquhart spoke regarding the Finance Ad-Hoc Committee and budget.

Delaine Shane spoke regarding the Finance Ad-Hoc Committee and the City's Finance Polices.

Harry Knapp spoke regarding the Finance Ad-Hoc Committee.

Rachel Lee spoke regarding "National Police Dispatcher Appreciation Week".

Wes Reutimann spoke regarding the Arroyo Fest.

Chris Bray spoke regarding the elected City Clerk.

Laurie Wheeler spoke regarding the Eclectic Annual Music Festival.

Karissa Adams spoke regarding the budget and the little league program.

Eric Dunlap spoke regarding active transportation and road safety.

Alberto Ocon spoke regarding the little league program.

Dollie Chapman spoke regarding the Finance Ad-Hoc Committee.

Josh Betta spoke regarding the budget.

Timothy Kim spoke regarding the Police Officers' Association.

Zoom Public Comments:

Erica Rede spoke regarding the Renovation Ordinance and tenant protections.

Yvonne LaRose spoke regarding "Take Your Daughter and Son to Work Day."

PRESENTATIONS

3. PRESENTATION OF NEW EMPLOYEE AMBER TARDIF, DEPUTY CITY CLERK

Acting Deputy City Manager, Luis Frausto, presented new employee Amber Tardif, Deputy City Clerk.

4. PRESENTATION OF MERCHANT MINUTE – THE DAILY

Laurie Wheeler, South Pasadena Chamber of Commerce, introduced the business, The Daily. Justin Prietto, the business owner gave a presentation.

5. PROCLAMATION FOR ARBOR DAY

Environmental Services and Sustainability Manager Arpy Kasparian and Mayor Evelyn G. Zneimer presented and accepted the proclamation for Arbor Day.

6. PROCLAMATION FOR EARTH DAY

Environmental Services and Sustainability Manager Arpy Kasparian and Mayor Evelyn G. Zneimer presented and accepted the Proclamation for Earth Day.

7. PROCLAMATION IN REMEMBRANCE OF THE ARMENIAN GENOCIDE

Management Analyst Mary Haddad and Mayor Evelyn G. Zneimer presented and accepted the Proclamation in Remembrance of the Armenian Genocide.

CHANGES TO AGENDA

8. REORDERING OF, ADDITIONS, OR DELETIONS TO AGENDA

None.

CONSENT CALENDAR

Councilmember Braun requested to pull Item No. 12 for separate discussion. Councilmember Primuth requested to pull Item No. 9 for separate discussion. Councilmember Cacciotti requested to pull Item No. 10 for separate discussion. A motion was made by Councilmember Cacciotti and seconded by Councilmember Braun to approve Item Nos. 11, 13, 14, 15, and 16 of the consent calendar as modified by the additional documents. The motion carried 5-0, by the following vote:

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

9. APPROVAL OF PREPAID WARRANTS IN THE AMOUNT OF \$119,558.47; GENERAL CITY WARRANTS IN THE AMOUNT OF \$946,943.40; TRANSFERS IN THE AMOUNT OF \$38,714.09; ONLINE PAYMENTS IN THE AMOUNT OF \$117,210.09; VOIDS IN THE AMOUNT OF (\$50.00); PAYROLL IN THE AMOUNT OF \$1,673,546.01

Recommendation

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

COUNCIL MOTION AND ACTION

Councilmember Primuth requested to pull Item No. 9 for separate discussion. A motion was made by Councilmember Primuth and seconded by Councilmember Cacciotti to approve Item No. 9 as presented. The motion carried 5-0, by the following vote:

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

10. MONTHLY INVESTMENT REPORTS FOR DECEMBER 2023 AND JANUARY 2024

Recommendation

It is recommended that the City Council receive and file the Monthly Investment

Reports for December 2023 and January 2024.

COUNCIL MOTION AND ACTION

Councilmember Cacciotti requested to pull Item No. 10 for separate discussion. A motion was made by Councilmember Cacciotti and seconded by Councilmember Primuth to approve Item No. 10 as presented. The motion carried 5-0, by the following vote:

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

11. CONSIDERATION OF APPROVAL OF THE THIRD AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH MV CHENG AND ASSOCIATES, INC., FOR TEMPORARY STAFFING SERVICES, AT A COST OF \$90,000, FOR A NEW TOTAL NOT-TO-EXCEED AMOUNT OF \$434,000

Recommendation

It is recommended that the City Council consider approval of the Third Amendment to the Professional Services Agreement with MV Cheng and Associates, Inc., in the amount of \$90,000, for continued temporary staffing services, and for a new total not-to-exceed amount of \$434,000.

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

12. CONSIDERATION OF APPROVAL OF CITY COUNCIL, HOUSING AUTHORITY, JOINT FINANCE COMMISSION/CITY COUNCIL MEETING MINUTES FOR FEBRUARY 21, 2024

Recommendation

It is recommended that the City Council consider the approval of the minutes for the Special Housing Authority Meeting, Special Joint Meeting with the Finance Commission, and the Regular City Council Meeting that took place on February 21, 2024.

COUNCIL MOTION AND ACTION

Councilmember Braun requested to pull Item No. 12 for separate discussion. A motion was made by Councilmember Braun and seconded by Councilmember Cacciotti to approve Item No. 12 with the notation that when the Ad Hoc Committee was created by the City Council, at that time, the City Attorney, at that time, did not feel it was a Brown Act body. The motion carried 5-0, by the following vote:

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

13. CONSIDERATION OF ADOPTION OF A RESOLUTION APPROVING FINAL MAP NO. 84122 FOR THE PROJECT LOCATED AT 1020 EL CENTRO STREET

Recommendation

It is recommended that the City Council adopt the Resolution approving Final Map No. 84122 for 1020 El Centro Street and authorize its recordation with Los Angeles County Recorder's Office.

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPROVING FINAL MAP NO. 84122 FOR THE PROJECT LOCATED AT 1020 EL CENTRO STREET

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

Resolution No. 7847 was adopted.

14. CONSIDERATION OF APPROVING THE FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH ARROYO BACKGROUND INVESTIGATIONS FOR ADDITIONAL FUNDING FOR PAST-DUE INVOICES AND FUTURE BACKGROUND INVESTIGATIONS NEEDS, IN A NEW TOTAL NOT-TO-EXCEED AMOUNT OF \$69,500 AND AMEND THE TERMINATION DATE

Recommendation

It is recommended that the City Council consider:

1. Approve the First the City Amendment to the Professional Services Agreement with Arroyo Background Investigations to extend the agreement date to April 2025 and to add additional funding in the amount of \$39,500, for a new total not-to-exceed compensation amount of \$69,500;
2. Authorize payments in the amount of \$14,500 for past-due invoices and services rendered, and \$2,500 for services being rendered for current recruits in the background investigation process.

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

15. CONSIDERATION OF AN APPROPRIATION OF \$54,450 FOR THE ANNUAL FOURTH OF JULY EVENT AND APPROVAL OF A CONTRACT WITH PYRO-

SPECTCULARS, INC. IN THE AMOUNT OF \$35,590 FOR THE FOURTH OF JULY FIREWORKS DISPLAY

Recommendation

It is recommended that the City Council consider:

1. Appropriation of \$54,450 from the General Fund balance to the Community Services Special Events Account No. 101-8030-8031-8264 to fund the costs that occur in Fiscal Year 2023-2024 for the annual Fourth of July event; and
2. Approve the contract with Pyro-Spectaculars, Inc. in the amount of \$35,590 for the Fourth of July Fireworks display.

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

16. CONSIDERATION OF AN INCENTIVE MANAGEMENT FEE OF \$18,563.67 FOR FISCAL YEAR 2022/2023 BASED ON INCREASES IN THE ANNUAL NET OPERATING INCOME FOR DONOVAN BROS. GOLF, LLC

Recommendation

It is recommended that the City Council consider an Incentive Management Fee (Incentive of \$18,563.67 for Fiscal Year (FY) 2022/2023 based on increases in the annual Net Operating Income (NOI) for Donovan Bros. Golf, LLC (Donovan).

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

PUBLIC HEARING

17. PUBLIC HEARING TO ADOPT A RESOLUTION APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR FISCAL YEAR 2024/2025 IN THE AMOUNT OF \$127,365, WITH \$19,104 FOR THE SENIOR NUTRITION PROGRAM AND \$108,261 FOR SIDEWALK REPLACEMENTS AND AMERICANS WITH DISABILITIES (ADA) ACT RAMP UPGRADES

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 funds for the Fiscal Year 2024/2025, in the total amount of \$127,365, with \$19,104 for the Senior Nutrition Program and \$108,261 for Sidewalk Replacements and ADA 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 AMERICANS WITH DISABILITIES ACT (ADA) RAMP UPGRADES FOR FISCAL YEARS 2024/2025

Melissa Snyder, Community Services Supervisor and Ted Gerber, Public Works Director responded to questions from the City Council.

The Mayor opened the Public Hearing at 8:57 P.M.

Public Comments:

None.

The Mayor closed the Public Hearing at 8:57 P.M.

COUNCIL MOTION AND ACTION

A motion was made by Councilmember Cacciotti and seconded by Mayor Pro Tem Donovan to approve Item No. 17 as presented. The motion carried 5-0, by the following vote:

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

Resolution No. 7848 was adopted.

ACTION/DISCUSSION

18. DISCUSSION AND PROVIDE DIRECTION ON THE CITY'S PARTICIPATION IN THE SAN GABRIEL VALLEY CRISIS ASSISTANCE RESPONSE AND ENGAGEMENT (SGV CARE) PROGRAM

Recommendation

It is recommended that the City Council discuss and consider providing direction to staff on the City's participation in the San Gabriel Valley Crisis Assistance Response & Engagement (SGV CARE) program.

Leah Demarest, Senior Planner, Samuel Pederson, Management Analyst (SGVCOG), and Mary Kemp, Program Manager (L.A. CADA) gave a presentation and responded to questions from the City Council.

COUNCIL MOTION AND ACTION

By City Council consensus, Staff was directed to modify the Memorandum of Agreement with the San Gabriel Valley Council of Governments to provide training to staff and create a follow-up model plan.

19. APPROVAL OF FISCAL YEAR 2023-24 MID-YEAR BUDGET REPORT AND CAPITAL IMPROVEMENT PROGRAM (CIP) CONTINUING APPROPRIATIONS AND RESOLUTION

Recommendation

It is recommended that the City Council:

1. Approve the Fiscal Year 2023-24 Mid-Year Budget Report and Adjustments;
2. Approve of Fiscal Year 2023-24 Capital Improvement Program (CIP) Continuing Appropriations; and
3. Adopt A Resolution of The City Council of The City of South Pasadena Approving Fiscal Year 2023-2024 Mid-Year Budget Amendments and Adjustments and Capital Improvement Program Carryovers

John Downs, Finance Director gave a presentation and responded to questions from the City Council.

COUNCIL MOTION AND ACTION

A motion was made by Councilmember Cacciotti and seconded by Councilmember Primuth to approve Item No. 19 as presented. The motion carried 5-0, by the following vote:

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

20. CONSIDERATION OF APPROVAL OF AN AGREEMENT WITH NHA ADVISORS, LLC. FOR LIVE AND RECORDED TRAINING ON THE FIVE-YEAR DYNAMIC FORECAST MODELING TOOL, FOR A NEW TOTAL NOT-TO-EXCEED AMOUNT OF \$33,000, AND DISCUSSION AND DIRECTION ON THE USE OF THE DYNAMIC FORECAST MODELING TOOL IN CONJUNCTION WITH THE CITY'S BUDGET DEVELOPMENT PROCESS FOR FISCAL YEAR 2024-2025

Recommendation

It is recommended that the City Council:

1. Approve an Agreement with NHA Advisors, LLC in the additional amount of \$3,500 for a live and recorded training on the dynamic forecast modeling tool for a new total not-to-exceed amount of \$33,000; and

2. Provide direction to staff on the use of the dynamic forecast modeling tool as part of the FY 2024-25 budget development process.

Luis Frausto, Acting Deputy City Manager gave a presentation and responded to questions from the City Council.

COUNCIL MOTION AND ACTION

A motion was made by Councilmember Cacciotti and seconded by Councilmember Primuth to approve Item No. 20 as presented. The motion carried 5-0, by the following vote:

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

21. CONSIDER OF AN APPROPRIATION OF \$130,295 FOR THE ARROYO SECO GOLF COURSE COMPREHENSION PLAN AND AWARD A CONTRACT TO GOLF COURSE, LTD DBA FORREST RICHARDSON GOLF COURSE ARCHITECTS FOR THE DEVELOPEMENT OF THE ARROYO SECO GOLF COURSE COMPREHENSIVE PLAN

Recommendation

It is recommended that the City Council:

1. Appropriate \$130,295 which includes a 15% contingency for the Arroyo Seco Golf Course Comprehensive Plan from the Arroyo Seco Golf Course Fund Balance to Professional Services Account No 295-8040-8041-8170;
2. Award of Contract to Golf Course, LTD DBA Forrest Richardson Golf Course Architects for the development of the Arroyo Seco Golf Course Comprehensive Plan in the amount of \$113,300 with a 15% contingency for a total of \$130,295; and
3. Authorize the City Manager to execute an agreement with Golf Course, LTD, DBA Forrest Richardson Golf Course Architects.

Lucy Hakobian, Deputy Community Services Director and Sheila Pautsch, Community Services Director gave a presentation and responded to questions from the City Council.

COUNCIL MOTION AND ACTION

A motion was made by Councilmember Cacciotti and seconded by Councilmember Primuth to approve Item No. 21 as presented. The motion carried 5-0, by the following vote:

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

22. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR NOVEMBER 16, 2022

Recommendation

It is recommended that the City Council approve the minutes for the November 16, 2022, Regular City Council Meeting.

COUNCIL MOTION AND ACTION

A motion was made by Councilmember Primuth and seconded by Mayor Zneimer to approve Item No. 21 as presented. The motion carried 4-0-0-1, by the following vote:

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

PUBLIC COMMENT – CONTINUED

23. CONTINUED PUBLIC COMMENT - GENERAL

None.

COMMUNICATIONS

24. COUNCILMEMBERS COMMUNICATIONS

Councilmember Primuth congratulated Mayor Zneimer for being honored by Congresswoman Judy Chu as a “Distinguished Woman of the Year”.

Mayor Pro Tem Donovan had no comments.

A motion was made by Councilmember Braun and seconded by Mayor Zneimer to add an item entitled, “Creation of the Finance Ad-Hoc Committee” to the next Regular City Council meeting. Staff is directed to work on the scope of the Committee with Councilmember Braun.

Councilmember Cacciotti spoke regarding his attendance at the special presentation of Ed Begley's memoir at the South Pasadena Library, the San Gabriel Valley Council of Governments Natural Resources Commission meeting, the Sustainability Fair, and Eileen Wang's campaign event. He went on to highlight the upcoming Senior Citizen Dumpster Day.

Mayor Zneimer thanked staff for attending Congresswoman Judy Chu's recent event.

25. CITY MANAGER COMMUNICATIONS

None.

ADJOURNMENT


There being no further matters, Mayor Zneimer adjourned the meeting of the City Council at 11:21 P.M., to the next Regular City Council meeting scheduled on Wednesday, April 24, 2024.

Respectfully submitted:



Mark Perez
Deputy City Clerk

APPROVED



Evelyn G. Zneimer
Mayor

Attest:



Mark Perez
Deputy City Clerk

Approved at City Council Meeting: