



NOTE: Agenda Amended to Add  
Agenda Item No. 22

**CITY OF SOUTH PASADENA  
AMENDED CITY COUNCIL REGULAR MEETING AGENDA**

**Council Chamber  
1424 Mission Street, South Pasadena, CA 91030**

**September 16, 2020, at 7:30 p.m.**

**South Pasadena City Council Statement of Civility**

*As your elected governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.*

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the City Council for September 16, 2020 will be conducted remotely and held by video conference.

The Meeting will be broadcast live on the City's website  
([http://www.spectrumstream.com/streaming/south\\_pasadena/live.cfm](http://www.spectrumstream.com/streaming/south_pasadena/live.cfm)).

Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Council Members will be participating remotely and will not be physically present in the Council Chambers.

If you would like to comment on an agenda item, members of the public may submit their comments for City Council consideration, by one of the following options:

**Option 1:**

1. Dial (626) 322-2344 and leave a recording of your public comment. Please state your name; if you are providing public comment for open or closed session; and, the agenda item number. If no agenda item number is provided, your public comment will automatically be played under the general public comment portion of the open session meeting. The cutoff time for public comment to be submitted via phone recording is 4 p.m. the day of the Council Meeting.

**Option 2:**

2. Email your public comments to [ccpubliccomment@southpasadenaca.gov](mailto:ccpubliccomment@southpasadenaca.gov). Public Comments received in writing will not be read aloud at the meeting. Written public comments will be announced at the meeting and become part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on

emailed Public Comment. Please make sure to indicate: 1) your name, and 2) what agenda item you are submitting public comment on.

**CALL TO ORDER:** Mayor Robert S. Joe  
**ROLL CALL:** Councilmembers Stephen E. Rossi, Michael A. Cacciotti, and Richard D. Schneider, M.D.; Mayor Pro Tem Diana Mahmud; and Mayor Robert S. Joe

**PLEDGE OF ALLEGIANCE:** Mayor Pro Tem Diana Mahmud

**CLOSED SESSION ANNOUNCEMENTS**

**1. CLOSED SESSION ANNOUNCEMENTS:** A Closed Session Agenda has been posted separately.

**PUBLIC COMMENT AND SUGGESTIONS**  
The City Council welcomes public input. If you would like to comment on an agenda item, members of the public may submit their comments for City Council consideration by one of the following options:  
Option 1:  
1. Dial (626) 322-2344 and leave a recording of your public comment. Please state your name; if you are providing public comment for open or closed session; and, the agenda item number. If no agenda item number is provided, your public comment will automatically be played under the general public comment portion of the open session meeting. The cutoff time for public comment to be submitted via phone recording is 4 p.m. the day of the Council Meeting.  
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Pursuant to state law, the City Council may not discuss or take action on issues not on the meeting agenda, except that members of the City Council or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

**2. Public Comment – General**

**COMMUNICATIONS**

**3. Councilmembers Communications**  
Time allotted per Councilmember is three minutes. Additional time will be allotted at the end of the City Council Meeting agenda, if necessary.

- 4. **City Manager Communications**
- 5. **Reordering of and Additions to the Agenda**

**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.

**CONSENT CALENDAR**

- 6. **Minutes of the Regular City Council Meeting on August 5, 2020**
- 7. **Minutes of the Special City Council Meeting on August 19, 2020**
- 8. **Minutes of the Regular City Council Meeting on August 19, 2020**
- 9. **Approval of Prepaid Warrants in the Amount of \$371,272.07; Prepaid Warrant Voids in the Amount of (\$121,171.69); General City Warrants in the Amount of \$913,079.29; Supplemental ACH Payments in the Amount of \$490,298.58.**

Recommendation

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

- 10. **Monthly Investment Reports for July 2020**

Recommendation

It is recommended that the City Council receive and file the monthly investment reports for July 2020.

- 11. **Designate Romine Funds for Library Fused Glass Public Artwork**

Recommendation

It is recommended that the City Council designate \$9,022.00 from the unrestricted Romine Funds toward the Ray Bradbury-themed fused glass artwork to be installed in the Library's Ray Bradbury Conference Room.

**12. Second Reading and Adoption of an Ordinance Approving Zoning Code Amendment for Streamline Planning Review and Minor Clean-up**

Recommendation

Staff recommends that the City Council conduct the Second Reading and Adopt an Ordinance amending South Pasadena Municipal Code (SPMC) Chapter 36 (Zoning) - Sections 36.400.020 (Authority of Land Use and Zoning Decisions), 36.400.040 (Application Preparation and Filing), 36.410.040 (Design Review), 36.410.060 (Conditional Use Permits and Administrative Use Permits), 36.410.065 (Hillside Development Permits), 36.420.020 (Time Limits and Extensions), 36.600.050 (Design Review Board), 36.610.050 (Applying, Filing, Processing and Decisions), 36.630.020 (Notice of Hearing), 36.630.040 (Review Authority Decision and Notice), and 36.630.050 (Recommendation by Planning Commission).

**13. Adoption of a Resolution Updating the City’s Conflict of Interest Code**

Recommendation

It is recommended that the City Council adopt a resolution amending the City’s Conflict of Interest Code.

**14. Appointment of Voting Delegate and Alternate to Represent the City of South Pasadena at the 2020 League of California Cities’ Annual Business Meeting**

Recommendation

It is recommended that the City Council appoint Mayor Pro Tem Diana Mahmud as the City of South Pasadena’s (City) voting delegate and Councilmember Stephen Rossi as the alternate for the League of California Cities’ (League) 2020 Annual Business Meeting on Friday, October 9, 2020, to be held virtually.

**15. Approval of the Recommended City Position for the 2020 League of California Cities Resolutions**

Recommendation

It is recommended that the City Council authorize the City delegate to vote in support of the resolution being considered at the upcoming League of California Cities’ (League) Annual Business Meeting being held during the League’s Annual Conference (virtually).

**PUBLIC HEARING**

**16. Request For Review By the City Council of the Cultural Heritage Commission’s Decision to Approve Project No. 2238-COA – Certificate of Appropriateness**

Recommendation

Staff recommends that the City Council uphold the Cultural Heritage Commission’s approval of Project No. 2238-COA, Certificate of Appropriateness for 1030 Brent Avenue based on the findings and conditions of approval contained in the July 16, 2020 Cultural Heritage Commission staff report.

**ACTION/DISCUSSION ITEMS****17. Adoption of a Resolution Confirming the Fire Department's Compliance with Mandated Inspection Duties**Recommendation

It is recommended that the City Council adopt the resolution acknowledging the receipt of the Fire Department's annual report of compliance for mandated inspection duties.

**18. Ratify Appointments for the Regional Housing Needs Assessment Appeal Ad Hoc Committee**Recommendation

It is recommended that the City Council:

1. Review and provide comments regarding the City's Regional Housing Needs Assessment (RHNA) allocation appeal efforts;
2. Ratify the appointment of two members of the Planning Commission and a minimum of two (and a maximum of five) residents to participate in the temporary RHNA Appeal Ad Hoc Committee (Committee) to assist Staff on matters related to the City's RHNA allocation appeal.

**19. Approval of Option for Continued Virtual Public Commission Meetings**Recommendation

It is recommended that the City Council:

1. Review the options as presented to continue virtual public commission meetings; and
2. Select Option 1 as the designated commission meeting virtual format.

**20. Adopt a Resolution authorizing a CalPERS Early Retirement Incentive Program**Recommendation

It is recommended that the City Council adopt the proposed resolution authorizing an early retirement incentive program under CalPERS.

**21. Formation of Finance Ad Hoc Committee**Recommendation

It is recommended that the City Council:

1. Provide direction on the scope of work to be assigned to a Finance ad hoc committee, the composition of such an ad hoc committee, and the process for assembling such a committee.
2. Provide direction on the composition of the proposed ad hoc committee and resulting process for filling ad hoc committee positions.

**Action/Discussion Item Added to Agenda:**

**22. Consideration of Employment Agreement and a Resolution for Post-Retirement Employment of Elaine Aguilar for the Position of Interim Assistant City Manager**

**Recommendation**

It is recommended that the City Council approve:

1. The Resolution of the City of South Pasadena Requesting Approval of Public Employee's Retirement System (PERS) for Hiring of Annuitant for Temporary Appointment to Position of Interim Assistant City Manager Pursuant to Government Code Sections 21221(h) and 7522.56(f)(1) and
2. Approve the Employment Agreement with Elaine Aguilar for the Position of Interim Assistant City Manager during the absence of Finance Director, Karen Aceves and/or the recruitment process for a new full time City Manager.

**ADJOURNMENT**

**FUTURE CITY COUNCIL MEETINGS  
(OPEN SESSION)**

October 7, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.
October 21, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.
November 4, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.

**PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS**


City Council Meeting agenda packets and any agenda related documents are available online for public inspection on the City website: <https://www.southpasadenaca.gov/government/city-council-meetings/2019-council-meetings-copy>. Additional Documents, when presented to City Council, will also be uploaded and available on the City's website.

Currently, regular meetings are streamed live via the internet at: [http://www.spectrumstream.com/streaming/south\\_pasadena/live.cfm](http://www.spectrumstream.com/streaming/south_pasadena/live.cfm)

**AGENDA NOTIFICATION SUBSCRIPTION**

Individuals can be placed on an email notification list to receive forthcoming agendas by emailing [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov) or calling the City Clerk's Division at (626) 403-7230.

**ACCOMMODATIONS**



The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov). Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the

meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

*I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law.*

9/13/2020

/s/

Date

Maria E. Ayala  
Chief City Clerk