



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

**Council Chamber
1424 Mission Street, South Pasadena, CA 91030
November 4, 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 November 4, 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).

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. 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 Michael A. Cacciotti; Stephen E. Rossi; and Richard D. Schneider, M.D.; Mayor Pro Tem Diana Mahmud; and Mayor Robert S. Joe

PLEDGE OF ALLEGIANCE: Mayor Robert S. Joe

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:

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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.

1. Public Comment – General

COMMUNICATIONS

2. 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.

3. City Manager Communications

4. 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

5. **Approval of Prepaid Warrants in the Amount of \$91,276.83; General City Warrants in the Amount of \$369,165.35; Payroll in the Amount of \$573,019.90; Supplemental ACH Payments in the Amount of \$191,887.53**

Recommendation

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

6. **Adoption of a Resolution Approving the City of South Pasadena Investment Policy for Fiscal Year 2020-21**

Recommendation

It is recommended that the City Council adopt a resolution approving the Fiscal Year (FY) 2020-21 Investment Policy.

7. **Approval of a Mills Act Contract for Property Located at 335 Monterey Road (Assessor's Parcel Number 5311-012-010), Project No. 2348-MIL**

Recommendation

It is recommended that the City Council enter into a Mills Act contract with the property owners of 335 Monterey Road, which is designated as a City landmark, Landmark No. 47 - Burwood House.

8. **Approval of a Mills Act Contract for Property Located at 704 Meridian Avenue (Assessor's Parcel Number 5313-013-041), Project No. 2346-MIL**

Recommendation

It is recommended that the City Council enter into a Mills Act contract with the property owners of 704 Meridian Avenue, which is a contributor to the designated North of Mission Street District.

9. **Approval of a Mills Act Contract for Property Located at 1506 Rollin Street (Assessor's Parcel Number 5319-004-013), Project No. 2305-MIL**

Recommendation

It is recommended that the City Council enter into a Mills Act contract with the property owners of 1506 Rollin Street, which is a contributor to the Rollin Craftsman Cluster District.

10. Approval of a Mills Act Contract for Property Located at 1545 Ramona Avenue (Assessor’s Parcel Number 5319-025-032), Project No. 2306-MIL

Recommendation

It is recommended that the City Council enter into a Mills Act contract with the property owners of 1545 Ramona Avenue, which is a contributor to the designated Ramona Craftsman District.

11. Approval of Contract with Bob Murray & Associates for City Manager Executive Search Services

Recommendation

It is recommended that the City Council authorize a contract with Bob Murray & Associates to immediately begin an executive search for the position of City Manager.

12. Adoption of a Resolution Supporting Governor Newsom’s Executive Order N-79-20 Requiring Sales of All New Passenger Vehicles to be Zero-Emission by 2035 and Additional Measures to Eliminate Harmful Emissions from the Transportation Sector

Recommendation

It is recommended that the City Council adopt a resolution in support of Governor Newsom’s Executive Order N-79-20, requiring sales of all new passenger vehicles to be zero-emission by 2035 and additional measures to eliminate harmful emissions from the transportation sector.

PUBLIC HEARING

13. Adoption of an Urgency Ordinance Establishing a 45-day Moratorium on Evictions for Substantial Remodels and discussion of Tenant Relocation Fees

Recommendation

It is recommended that the City Council:

1. Adopt an Urgency Ordinance to establish a 45-day moratorium on evictions for substantial remodels;
2. Direct staff to study the issue and develop an ordinance to be adopted prior to the expiration of the moratorium; and
3. Provide direction regarding tenant relocation fees.

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ACTION/DISCUSSION ITEMS**14. Receive and File a Presentation by the Chamber of Commerce and Approve Discretionary Fund Requests from Councilmember Cacciotti (\$2,000), Mayor Joe (\$3,000), and Councilmember Rossi (\$3,870) for Business District Holiday Lighting and Decorations**Recommendation

It is recommended that the City Council:

1. Receive and file a presentation by the South Pasadena Chamber of Commerce (Chamber) on its plan for holiday lighting and decorations in the business district encouraging people to *Eat, Shop, and Enjoy South Pasadena*.
2. Approve discretionary fund requests by Councilmember Cacciotti, in the amount of (up to) \$2,000; Mayor Joe in the amount of \$3,000; and Councilmember Rossi, in the amount of \$3,870.

15. Finance Department Temporary Staffing RequestRecommendation

It is recommended that the City Council:

1. Receive an update regarding the status of Finance Department projects; and
2. Allocate \$74,150 from General Fund Reserves to provide temporary, additional staffing assistance to complete the FY 2020 CAFR and FY 2020/2021 Budget; and
3. Authorize the Interim City Manager to sign employment agreements with the two (2) CALPERS annuitants, for a combined total salary amount not to exceed \$74,150.

16. Planning Backlog of Projects and Request for Enhancement and Backfill ResourcesRecommendation

It is recommended that the City Council:

1. Receive an update regarding the backlog of planning applications; and
2. Allocate \$186,400 from General Fund Reserves to provide temporary, additional staffing assistance to process the backlog of planning applications for approximately six months; and to provide temporary staffing to backfill the position of the Long Range Planning and Economic Development Division Manager during an extended absence of approximately four months; and
3. Approve a Professional Services Agreement (PSA) with [firm to be determined] in an amount not to exceed \$120,000 for up to six months for enhancement services to address the planning application backlog; and
4. Delegate to the Interim City Manager the approval of an Employment Agreement with CalPERS annuitant Elizabeth Bar-El in an amount not to exceed \$57,950 to provide backfill temporary planning services for four months during the leave of the Planning Manager.

17. Formation of an Ad Hoc Committee to Review and Make Recommendations on the Responsibilities and Duties of City Boards and Commissions

Recommendation

It is recommended that the City Council:

1. Establish an Ad Hoc Committee from among current and former Commissioners to work with staff to review and make recommendations concerning responsibilities and duties of City boards and commissions;
2. Select one councilmember to serve on the Committee; and
3. Solicit applications for appointment to the committee; and return at the next regular meeting to appoint members.

INFORMATION REPORTS

18. South Pasadena Homelessness Plan

ADJOURNMENT

FUTURE CITY COUNCIL MEETINGS (OPEN SESSION)

November 18, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.
December 2, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.
December 16, 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

AGENDA NOTIFICATION SUBSCRIPTION

Individuals can be placed on an email notification list to receive forthcoming agendas by emailing 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. 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.

10/29/2020

/s/

Date

Maria E. Ayala
Chief City Clerk