



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

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

**May 6, 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 May 6, 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)) and local cable channels.

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 in writing for City Council consideration, by emailing them to: [ccpubliccomment@southpasadenaca.gov](mailto:ccpubliccomment@southpasadenaca.gov). **Public Comments must be received by 6 p.m., May 5, 2020** to ensure adequate time to compile and post. Public Comment portion of the email is limited to 150 words. Please make sure to indicate: 1) your name; 2) what agenda item you are submitting public comment on, or if it is a general public comment; and/or 3) if you request for your public comment to be read at the meeting.

**CALL TO ORDER:** Mayor Robert S. Joe

**ROLL CALL:** Councilmembers Michael A. Cacciotti, Marina Khubesrian, M.D, and Richard D. Schneider, M.D.; Mayor Pro Tem Diana Mahmud; and Mayor Robert S. Joe.

**PLEDGE OF ALLEGIANCE:** Councilmember Michael A. Cacciotti

**SPECIAL PRESENTATION**

**1. Coronavirus Update and Discussion**

**COMMISSION APPOINTMENTS**

**2. Authorize Commission Appointments**

Recommendation

It is recommended that the City Council:

- 1. Appoint the following resident to the Public Safety Commission to an unexpired term ending December 31, 2020:
  - a. Scot Lam

**CLOSED SESSION ANNOUNCEMENTS**

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

**PUBLIC COMMENT AND SUGGESTIONS**

The City Council welcomes public input. Members of the public may address the City Council by emailing: [ccpubliccomment@southpasadenaca.gov](mailto:ccpubliccomment@southpasadenaca.gov). Public Comments must be received by 6 p.m., May 5, 2020 to ensure adequate time to compile and post. Public Comment portion of the email is limited to 150 words. Please make sure to indicate: 1) your name; 2) what agenda item you are submitting public comment on, or if it is a general public comment; and/or 3) if you request for your public comment to be read at the meeting.

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.

**4. Public Comment – General**

**COMMUNICATIONS**

**5. 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.

**6. City Manager Communications**

**7. 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**

**8. Minutes of the Regular City Council Meeting on February 5, 2020**

**9. Minutes of the Regular City Council Meeting on February 19, 2020**

**10. Approval of Prepaid Warrants in the Amount of \$9,045.00; General City Warrants in the Amount of \$1,250,949.24; General City Warrant Voids in the Amount of (\$10,923.29); Supplemental ACH Payments in the Amount of \$180,907.21**

Recommendation

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

**11. Monthly Investment Reports for September 2019 through March 2020**

Recommendation

It is recommended that the City Council receive and file the monthly investment reports for September 2019 through March 2020.

**12. Adoption of Resolution Establishing a Code of Ethics and Conduct Policy Applicable to Elected and Appointed Officials**

Recommendation

It is recommended that the City Council adopt a resolution establishing a Code of Ethics and Conduct Policy for all elected and appointed officials, including members of advisory boards, commissions and committees to address responsibility, fairness, respect and integrity.

**13. Adoption of a Resolution Continuing the Proclaiming a Local Emergency Due to the Outbreak of COVID-19, Adopting Regulations for Private and Public Facilities and Gatherings, Establishing Protections for Residential and Commercial Tenants and Property Owners, Requesting Reimbursement of Expenses, and Authorizing the City Manager to Take All Necessary Actions as the Director of Emergency Services**

Recommendation

It is recommended that the City Council approve the attached resolution:

1. Continuing the proclamation of a local emergency due to the outbreak of COVID-19;
2. Continuing the application of regulations for private and public facilities and gatherings;
3. Continuing and the protections for residential and commercial tenants and property owners;
4. Requesting reimbursement of expenses; and
5. Authorizing the City Manager to take all necessary actions as the Director of Emergency Services.

**14. Discretionary Fund Request from Councilmember Khubesrian for \$130 for a Banner Thanking First Responders and City Staff**

Recommendation

It is recommended that the City Council approve a Discretionary Fund request by Councilmember Khubesrian \$130 for a banner thanking South Pasadena First Responders and City Staff.

**15. Adoption of a Resolution Approving the Fiscal Year 2020-21 Engineer’s Report Declaring the City’s Intention to Provide for an Annual Levy and Collection of Assessments and Setting a Date and Time for a Public Hearing for the FY 2020-21 Lighting and Landscaping Maintenance District**

Recommendation

It is recommended that the City Council:

1. Adopt the attached resolution approving the Fiscal Year (FY) 2020-21 Engineer’s Report declaring the City of South Pasadena’s (City) intention to provide for an annual levy and collection of assessments; and
2. Schedule the Public Hearing for the FY 2020-21 Lighting and Landscaping Maintenance District (LLMD) for June 3, 2020, at 7:30 p.m. in the Council Chamber.

**16. Authorize the Purchase and Installation of Secureworks Detect and Protect Package for \$37,600, for Security Information and Event Management of the Network**

Recommendation

It is recommended that the City Council authorize the City Manager to execute the Service Order for Secureworks Detect and Protect solution for the amount of \$37,600, exclusive of taxes, and approve all other work related to the installation and configuration of the software.

**17. Approval of a Letter of Support to the Legislative Proposal to Form a Commission to Examine the Federal Response to the Coronavirus Pandemic**

Recommendation

It is recommended that the City Council approve a letter of support for the formation of a bipartisan commission with subpoena power to provide a full accounting of the Country’s response to the coronavirus pandemic.

**18. Authorize the City Manager to Execute a Professional Services Agreement with True North Research, Inc., to Design, Conduct, and Analyze a Professional Poll for a Total Not-To-Exceed Amount of \$24,950**

Recommendation

It is recommended that the City Council authorize the City Manager to execute a Professional Services Agreement (PSA) with True North Research, Inc. (True North) to conduct a professional poll for a total not-to-exceed amount of \$24,950.

**PUBLIC HEARING**

**19. Public Hearing to Adopt a Resolution Approving the Community Development Block Grant (CDBG) Program for Fiscal Year 2020-2021 and the CDBG-CARES Act Supplemental Allocation Program**

It is recommended that the City Council conduct a public hearing and adopt a resolution approving the following:

1. The Fiscal Year 2020-2021(FY2020) Community Development Block Grant (CDBG) program; and
2. The new CDBG-CARES Act supplemental allocation of \$73,528 effective March 2020 through September 2022 for the Senior Nutrition Program.

**ACTION/DISCUSSION ITEMS**

**20. Reconsideration of Professional Services Agreement with Emanuels Jones and Associates for Legislative Advocacy Services**

Recommendation

The City Council has requested reconsideration of the Professional Services Agreement (PSA) with Emanuels Jones and Associates (EJA) for legislative advocacy services.

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**21. Adopt a Resolution to Execute and Join the San Gabriel Valley Regional Housing Trust Joint Powers Agreement to Attract and Secure Additional Funding for Supportive and Affordable Housing Projects**

Recommendation

It is recommended that the City Council adopt a Resolution to execute the San Gabriel Valley Regional Housing Trust (SGVRHT) Joint Powers Agreement (Agreement) to attract and secure additional funding for supportive and affordable housing projects.

**22. Adoption of Urgency Ordinance Amending Several Sections of Chapter 36 (Zoning) of the South Pasadena Municipal Code to Streamline Planning Approval Processes and Toll Planning and Permitting deadlines during the local Declaration of Emergency**

Recommendation

It is recommended that the Council:

1. Adopt Urgency Ordinance No. \_\_\_\_ making certain findings; amending South Pasadena Municipal Code (SPMC) by modifying Chapter 36 (Zoning), Sections 36.340.030 (Permit and Application Requirements), 36.340.050 (Hillside Project Development Standards), 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 (Appeal 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) in order to streamline applications for discretionary review, and tolling all planning and permitting deadlines during the Local Declaration of Emergency.
2. Direct Staff to schedule a public hearing for the Planning Commission to review and make recommendations to the City Council on a regular ordinance adopting amendments to the same sections of the South Pasadena Municipal Code.

**ADJOURNMENT**

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

May 20, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.
June 3, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.
June 17, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.

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

City Council Meeting agenda packets are available online at the City website: <https://www.southpasadenaca.gov/government/city-council-meetings/2019-council-meetings-copy>

Agenda related documents provided to the City Council are available for public inspection on the City’s website at <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.

Regular meetings are broadcast live on Spectrum Channel 19 and AT&T Channel 99. Meetings are also streamed live via the internet at <https://www.southpasadenaca.gov/government/city-council-meetings/2019-council-meetings-copy>.

**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.*

5/1/2020

Date

/s/

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Maria E. Ayala

Chief City Clerk