



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

**Council Chamber  
1424 Mission Street, South Pasadena, CA 91030  
September 28, 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 Special Meeting of the City Council for September 28, 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.

Public Comment on Special Meeting Agenda Items: Pursuant to Government Code Section 54954.3(a), members of the public will be provided with an opportunity to address any item **described on the agenda only**, at the time the matter is considered by the City Council.

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 one of the following methods:

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 (for this special meeting) 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.

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.

**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:** Councilmember Stephen E. Rossi

**ACTION/DISCUSSION**

**1. Formation of Finance Ad Hoc Committee**

Recommendation:

It is recommended that the City Council:

1. Receive the Finance Commission’s recommendations on the formation of an ad hoc Finance Committee and approve its scope of work, composition and application process for community members (resident electors) to be appointed to the committee.
2. Recommend two City Council members to serve on the Committee.

**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 agenda related documents are available for public inspection: <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 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 via e-mail at [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov) or by calling (626) 403-7230. 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.*

9/25/2020

/s/

Date

Kenia Lopez  
Deputy City Clerk



# City Council Agenda Report

ITEM NO. 1

**DATE:** September 28, 2020  
**FROM:** Sean Joyce, Interim City Manager  
**PREPARED BY:** Lucy Demirjian, Assistant to the City Manager  
**SUBJECT:** **Formation of Finance Ad Hoc Committee**

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## **Recommendation**

It is recommended that the City Council:

1. Receive the Finance Commission's recommendations on the formation of an ad hoc Finance Committee and approve its scope of work, composition and application process for community members (resident electors) to be appointed to the committee.
2. Recommend two City Council members to serve on the Committee.

## **Commission Review and Recommendation**

This matter was discussed at the September 24 Finance Commission meeting. The Commission recommended the formation of the ad hoc committee to assist Finance staff in operational matters as outlined below. The Commission also selected Chair Findley and Commissioner Elsner to serve on the ad hoc Committee.

## **Discussion/Analysis**

The ad hoc Committee to be formed would be unlike the Finance Commission in that it would not make policy recommendations. Instead, the Committee would assist staff in the Finance Department, at the direction of the City Manager, with operational matters including research and compilation of policies, project management and oversight. As such the proposed ad hoc committee would not be subject to the Brown Act.

- **Scope:** To assist staff, at the direction of the City Manager, to:
  - Ensure the 2018/19 CAFR is completed,
  - Ensure the 2019/20 CAFR, is on track for timely completion,
  - Project management and oversight of the 2020/21 Budget process,
  - Research and make recommendations (through staff) to the Finance Commission and City Council regarding best practices for monthly and quarterly closing and reporting policies, and
  - Assess whether it is advisable for staff to recommend a forensic audit be conducted for the period from July 2019 through the current period
- **Composition:**
  - Two members of the Finance Commission (Elsner, Findley)

- Two members of the City Council, and
- Up to three resident electors
- Selection of community members:
  - Initiate application period immediately following formation of the ad hoc Committee for a period of one week (September 29 through October 5). Selection of members will be scheduled for the regular City Council meeting of October 7.

The term of the ad hoc committee was suggested to be for a period of six months and there was concern over the continuity of the members, specifically related to Councilmember Rossi's appointment ending in December when newly elected Councilmembers would be seated. The third member from the community was recommended to address this concern.

Additionally, the Finance Commission discussed the criteria to be used for the selection of community members. The Commission agreed applicants who formerly served on the Finance Commission and/or have public or private finance experience, including financial restructuring, should be considered as highly qualified.

Lastly, the Finance Commission requested that the ad hoc committee report its findings regularly to the Finance Commission.

### **Next Steps**

1. Begin application process for membership on ad hoc finance committee, via press release and post to the City's webpage, Facebook page, E-neighbors, and City Hall Scoop.
2. Bring candidate applications back to City Council for review and selection on October 7.

### **Background**

On September 2, 2020, the City Council made a motion requesting that discussion of a potential ad hoc finance committee for "financial review" be brought back to the Council during their September 16, 2020 City Council Meeting for a larger discussion of the scope of work to be performed by such a committee, potential overlap with the existing Finance Commission, and the ability to act to create such a committee. The City Council requested the matter be remanded to the Finance Commission for input before final action by the City Council.

### **Legal Review**

The City Attorney has reviewed this item.

### **Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.