

CITY OF SAN MARINO
CITY COUNCIL AGENDA

Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

Dennis Kneier, Council Member

Eugene Sun, Council Member

Richard Ward, Council Member

Matthew Ballantyne, City Manager



www.cityofsanmarino.org

(626) 300-0700 Phone

(626) 300-0709 Fax

City Hall Council Chamber

2200 Huntington Drive

San Marino, CA 91108

WEDNESDAY, JANUARY 11, 2012
CITY HALL
COUNCIL CHAMBER
2200 HUNTINGTON DRIVE, SAN MARINO, CA

REGULAR MEETING AT 6:00 P.M.
PUBLIC HEARING AT 7:30 P.M.

The City of San Marino appreciates your attendance. Citizens' interest provides the Council with valuable information regarding issues of the community.

Regular Meetings are held on the 2nd Wednesday of every month.

In compliance with the American Disabilities Act, any person with a disability who requires a modification or accommodation in order to participate in a meeting should contact the City Clerk's Office at (626) 300-0705 at least 48 hours prior to the meeting.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Councilman Kneier, Councilman Eugene Sun, Councilman Ward, Vice Mayor Richard Sun, and Mayor Yung

POSTING OF AGENDA

The agenda is posted 72 hours prior to each meeting at the following locations: City Hall, 2200 Huntington Drive and the Crowell Public Library, 1890 Huntington Drive. As a public service, the agenda is also posted on San Marino Cable T.V. Channel 19, and on the City's Website: <http://www.cityofsanmarino.org>

PUBLIC COMMENTS

Section 54954.3 of the Brown Act provides an opportunity for members of the public to address the City Council on any item of interest to the public, before or during the Council's consideration of the item, that is within the subject matter jurisdiction of the City Council.

MOTION TO WAIVE FURTHER READINGS

This action permits the City Council to act on ordinances and resolutions without having to read the entire text of the ordinance or resolution. The title of an ordinance on First Reading must be read in its entirety. An ordinance on Second Reading does not require having the title read. However, the City Council may request that an ordinance or resolution be read in its entirety before taking any action.

OATH OF OFFICE

- 1. INTRODUCTION AND OATH OF OFFICE OF NEW FIRE CHIEF – JIM FRAWLEY**

STUDY SESSION

- 2. CONSIDERATION OF AMENDMENT TO TREE PRESERVATION ORDINANCE AND DISCUSSION REGARDING PARKWAY TREES**

Recommendation: “A motion to direct staff to have the Planning Commission conduct a public hearing on the proposed tree ordinance amendments and forward their recommendation to Council.”

CONSENT CALENDAR

Members of the public may at this time speak on any items on the Consent Calendar. After which, the Mayor will request members of the City Council to indicate if there are any items on the Consent Calendar that should be discussed individually. These items will be pulled from the Consent Calendar and acted on separately.

- 3. CONSIDERATION OF DECEMBER 2011 DISBURSEMENT REPORT**

Recommendation: “A motion to ratify and file the Disbursement Report for the period ending December 31, 2011.”

4. CONSIDERATION OF DECEMBER 2011 TREASURER’S REPORT

Recommendation: “A motion to accept and file the Treasurer’s Report for the period ending December 31, 2011.”

5. CONSIDERATION OF APPROVAL OF MINUTES

Recommendation: “A motion to approve the Minutes of the Special Meeting of December 6, 2011 and the Regular Meeting of December 14, 2011.”

6. CONSIDERATION OF ORDINANCE O-11-1262 AMENDING THE SAN MARINO MUNICIPAL CODE PERTAINING TO VALET PERMITS (SECOND READING)

Recommendation: “A motion to adopt Ordinance No. O-11-1262.”

7. CONSIDERATION OF A STATE HOMELAND SECURITY GRANT FOR THE PURCHASE OF PUBLIC SAFETY RADIOS

Recommendation: “A motion to (1) authorize the City Manager to execute a subrecipient agreement with the County of Los Angeles for the 2008 State Homeland Security Grant Program; and (2) accept the award of \$150,000 in State Homeland Security Grant funds and appropriate to Account Nos. 240-34-4613-0000 (Expense) and 240-34-3202-0013 (Revenue).”

8. CONSIDERATION OF APPROPRIATION OF FUNDS FOR REPLACEMENT OF THE ROOF AT THE SAN MARINO CENTER

Recommendation: “A motion to appropriate funds in the amount of \$53,274 to account 394-82-4600-7075 authorizing the roof replacement of the San Marino Center.”

9. CONSIDERATION OF APPROPRIATION OF FUNDS FOR TERMITE ABATEMENT FOR THE CITY HALL COMPLEX

Recommendation: “A motion to appropriate funds \$10,098 to account 101-20-4206-0000 and direct the City Manager to proceed with the fumigation of the City Hall complex.”

10. CONSIDERATION OF APPROPRIATION OF FUNDS FOR NPDES LOS ANGELES PERMIT GROUP TECHNICAL ASSISTANCE

Recommendation: “A motion to appropriate \$5,000 to account 101-44-4150-5170 authorizing the City’s participation with the L.A. Permit Group and the hiring/use of an MS4 Permit Consultant in preparation of the new NPDES Permit.”

11. CONSIDERATION OF CITY INVESTMENT POLICY

Recommendation: “A motion to approve the attached investment policy dated January, 2012 and direct staff to proceed with purchasing investments in compliance with the policy.”

PUBLIC HEARINGS – 7:30 P.M.**12. CONSIDERATION OF ADOPTION OF RESOLUTION NO. R-12-01 APPROVING CDBG FUNDING RECOMMENDATIONS FOR FISCAL YEAR 2012-2013**

Recommendation: “A motion to adopt Resolution No. R-12-01.”

13. CONSIDERATION TO REVOKE CONDITIONAL USE PERMIT NOS. CUP10-09, CUP10-10, CUP10-16, CUP10-21 AND DESIGN REVIEW NO. DRC10-53 FOR THE PROPERTY LOCATED AT 999 ROSALIND ROAD (ZHENG)

Recommendation: “A motion to (1) revoke Conditional Use Permit Nos. CUP10-09, CUP10-10, CUP10-16, CUP10-21 & Design Review No. DRC10-53; and (2) remand the project to the Planning Commission, requiring the applicant to pay the associated fees.”

WRITTEN COMMUNICATIONS This is an opportunity to announce any written communications pertaining to the City received by members of the City Council.

COUNCIL REPORTS This is an opportunity for members of the City Council to inform the public of any meetings or conferences they may have attended.

CITY MANAGER’S REPORT This is an opportunity for the City Manager to inform the City Council and the public of any upcoming events or matters of interest to the Community.

CITY COUNCIL CALENDAR

1. Scheduling Dates for Future Council Meetings.
2. Identifying Items for Future Discussion.

PUBLIC WRITINGS DISTRIBUTED

All public writings distributed by the City of San Marino to at least a majority of the City Council regarding any item on this agenda will be made available at the Public Counter at City Hall located at 2200 Huntington Drive, San Marino, California.

PUBLIC COMMENTS

The public may at this time speak regarding any city-related issue, provided that no action shall be taken on any item not appearing on the agenda. Any person desiring to speak should complete a Speaker's Form located at the Council Chamber entrance and hand it to the City Clerk. The Mayor reserves the right to place limits on duration of comments.

CLOSED SESSION

The City Council will recess to Closed Session to:

14. CONFERENCE WITH LABOR NEGOTIATOR – PURSUANT TO GOVERNMENT CODE SECTION 54957.6:

Agency Negotiator: City Manager, Matthew Ballantyne
Employee Organization: San Marino City Employees' Association
representing General Employees

15. CONFERENCE WITH LABOR NEGOTIATOR—PURSUANT TO GOVERNMENT CODE SECTION 54957.6:

Agency Negotiator: City Manager, Matthew Ballantyne
Non-represented Employees: Management and Supervisory/Confidential

RECONVENE TO OPEN SESSION**CLOSED SESSION REPORT****ADJOURNMENT**

The next adjourned regular meeting of the San Marino City Council will be held on **FRIDAY, JANUARY 27, 2012, at 8:00 A.M.** in the City Hall Council Chamber, 2200 Huntington Drive, San Marino, California.

VERONICA RUIZ
CITY CLERK

**INTRODUCTION AND OATH OF OFFICE OF NEW
FIRE CHIEF - JIM FRAWLEY**

AGENDA ITEM NO. 1

City of San Marino AGENDA REPORT



*Allan Yung, MD
Mayor*

*Richard Sun, DDS
Vice Mayor*

*Dennis Kneier
Council Member*

*Eugene Sun
Council Member*

*Richard Ward
Council Member*

TO: MAYOR AND CITY COUNCIL

FROM: MATT BALLANTYNE, CITY MANAGER

BY: DAVID A. SALDAÑA, AICP,
PLANNING AND BUILDING DIRECTOR

DATE: JANUARY 11, 2012

SUBJECT: **DISCUSSION-TREE PRESERVATION ORDINANCE
AMENDMENTS**

BACKGROUND:

As you know, Ordinance No. O-10-1244 took effect on August 9, 2011. It pertains to recent changes to the Tree Preservation Ordinance. Subsequently, the City received e-mails from residents who expressed concerns with regards to the new policy which would allow property owners to remove established trees (with the exception of oaks) from their rear yard without a permit.

On September 30, 2011, the City Council discussed this matter and agreed to consider creating the need for a permit to remove certain rear yard trees. This would be based on a minimum circumference size. Staff took photographs of trees representative of Class I, II, and III sizes and presented them at the meeting of October 12, 2011. Following discussion, Council gave staff direction to prepare an amendment to the Tree Preservation Ordinance that would require a permit for the removal of Class II and III size trees. Class II trees have a circumference of 49 to 75 . Class III trees have a circumference of 76 or greater.

In addition to modifying the ordinance as described above, the ordinance has been modified to include required findings to be met when the Planning and Building Director considers a tree removal permit request as part of a relandscaping plan. Such findings would be identical as required by the City Council when considering a rear yard oak tree removal from the property.

To summarize the ordinance, keeping in mind that the definition of “established tree” varies by the location of the tree on a parcel, it looks like the City will have a hierarchy of tree removals as follows:

1. No permit is required to remove from any location an oak tree or any other tree that does not meet the size requirement specified in the ordinance.
2. An established tree (but not an oak tree) can be removed from any location as part of a landscape plan if the Planning and Building Director finds that the plan will provide a sufficient tree canopy over the long term.

AGENDA ITEM NO. 2

3. An established tree or oak tree that is not part of a landscape plan can be removed from any location if the Planning and Building Director finds that the tree is creating a nuisance or hazard or impacts the growth of adjacent trees.
4. An oak tree can be only be removed in the rear yard or side yard adjacent to a street as part of a landscape plan and if the City Council finds that prohibiting removal of the oak tree would cause a substantial hardship to the property owner and that the landscape plan will provide a sufficient tree canopy over the long term.

RECOMMENDATION:

Staff recommends that Council direct staff to take the amended Tree Preservation Ordinance to the Planning Commission for public hearing and forward their recommendations. If Council concurs, the recommended action is as follows:

“A motion to direct staff to have the Planning Commission conduct a public hearing on the proposed Tree Ordinance amendments and forward their recommendation to Council.”

Attachment: Draft amendments to Tree Preservation Ordinance

ORDINANCE NO. O-10-1244

**AN ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF SAN MARINO REGARDING
PRESERVATION OF TREES AND AMENDING THE
SAN MARINO CITY CODE**

THE CITY COUNCIL OF THE CITY OF SAN MARINO DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Section 23.06.15 (Preservation of Trees) of Article 06 (Requirements and Restrictions Generally) of Chapter XXIII (Zoning) of the San Marino City Code is hereby amended in its entirety to read as follows:

23.06.15: PRESERVATION OF TREES:

This Section applies to trees in the R-1 and C-1 Zones. This Section does not apply to trees in the Historical and Cultural Zone (H&C) and the Parks and Recreational Zone (P&R) or in the public parkways adjacent to the R-1 and C-1 Zones.

A. Definitions:

DAMAGE: Any action taken which causes injury, disfigurement or death to a tree. This includes, but is not limited to, cutting, poisoning, drilling, under-watering or improperly transplanting.

ESTABLISHED TREE: Shall mean in the front yard and side yard adjacent to a street, any woody plant that is at least fifteen feet (15') in height and whose trunk is at least thirty-six inches (36") or more in circumference when measured at a point four and one-half feet above natural grade level and in the rear yard and side yard not adjacent to a street, any woody plant that is at least fifteen feet (15') in height and whose trunk is at least forty-nine inches (49") in circumference when measure at a point four and one-half feet above the natural grade level.

FRONT, REAR AND SIDE YARDS: Shall be as defined in Section 23.01.01 of this Chapter.

OAK TREE: Any oak tree of the genus *Quercus* including, but not limited to, Coast Live Oak (*Quercus agrifolia*), Coastal Scrub Oak (*Quercus dumosa*), Engelmann Oak (*Quercus engelmannii*), Scrub Oak (*Quercus berberidifolia*), Valley Oak (*Quercus lobata*), and Southern Live Oak (*Quercus virginiana*) that is at least fifteen feet (15') in height and whose trunk is at least thirty-six inches (36") or more in circumference when measured at a point four and one-half feet above natural grade level.

SEVERELY PRUNE: To remove foliage or branches from a tree in a manner that causes injury to the shape, health or natural growth of the tree or disfigures or kills the tree.

TRANSPLANT: To relocate a tree or shrub and its root system from its original location and replant the tree or shrub in a proper manner at another location that does not harm the health or vigor of the tree or shrub.

B. Prohibitions:

1. Prohibition on Tree Removal

a. Front Yards and Side Yards Adjacent to a Street. Except as provided in subsection C of this Section, it shall be unlawful for any person to remove any established tree or oak tree, whether alive, dead, diseased or dying, located in the front yard or side yard adjacent to a street of a property in the R-1 or C-1 Zones without first obtaining a tree removal permit from the City. In no event shall a tree removal permit be issued to remove an oak tree as part of a landscaping plan for a front yard or side yard adjacent to a street.

b. Rear Yards and Side Yards not Adjacent to a Street. Except as provided in subsection C of this Section, it shall be unlawful for any person to remove any established tree or oak tree whether alive, dead, diseased or dying, located in the rear yard or a side yard not adjacent to a street of a property in the R-1 or C-1 Zones without first obtaining a tree removal permit from the City. In no event shall a tree removal permit be issued to remove an oak tree as part of a landscaping plan for a rear yard or side yard not adjacent to a street unless the person obtains a tree removal permit from the City Council.

2. Prohibition on Severe Pruning. It shall be unlawful for any person to severely prune or damage an established tree or oak tree in any yard of any lot in the R-1 or C-1 Zones.

C. Exemptions:

No permit is required for the removal of an established tree or oak tree damaged by a storm, fire or other natural disaster and determined to be dangerous by the City Manager or his/her designee. No person shall remove a damaged tree until such determination has been made.

D. Procedure:

1. Application. Except as provided in subsection C of this Section, all persons desiring to remove an established tree located in the front yard or a side yard adjacent to a street or an oak tree anywhere on a property in the R-1 and C-1 Zones shall first complete a tree removal permit application form supplied by the City. The permit application shall contain all information necessary for the Planning and Building Director, or his or her designee, to determine whether the requirements for issuance of a tree removal permit have been satisfied. Such application shall be signed by the property owner or a licensed State contractor possessing a C61 and D49 or C27 classified license, under penalty of perjury. A description of the work to be performed,

and the number, type and location of the established tree(s) or oak trees to be worked on shall be stated on the application.

2. Findings. The Planning and Building Director, or his or her designee, may issue a tree removal permit, only if he or she determines that the following requirements have been met:

a. The established tree or oak tree adversely impacts the growth of adjacent trees or constitutes a nuisance or a hazard to persons or property because of its condition, location, species, proximity to existing structures, closeness to walkways or interference with utilities; or

b. The removal of the proposed established tree is part of a re-landscaping plan that the Planning and Building Director finds will provide a tree canopy that is sustainable over the long term.

3. The City Council shall grant a tree removal permit as part of a rear yard landscaping plan pursuant to Section 23.06.15 (B) (1) (c) only if the City Council determines that the following requirements have been met:

a. There would be a substantial hardship to the property owner in the enjoyment and use of his or her property if the removal is not permitted; and

b. The application includes a landscape design plan that will provide a tree canopy that is sustainable over the long term.

4. Additional requirements. In granting a tree removal permit, the City Council, the Planning and Building Director or the designee of the Planning and Building Director, as the case may be, may impose any of the following additional requirements:

a. The permittee must replace the tree at the applicant's expense. The number, size, location and species of the replacement tree(s) shall be determined by the City Council, the Planning and Building Director or the designee of the Planning and Building Director based upon consideration of the size and species of the tree proposed for removal, the significance the tree proposed to be removed has on the landscaping as seen from public view, the size of the lot, and the number of existing trees on the lot.

b. If replacement trees are required, the property owner must agree to accept the condition of replacement by signing the application prior to issuance of the permit. Nothing in this Section shall preclude the City Council, the Planning and Building Director or the designee of the Planning and Building Director from waiving conditions for tree replacement or from requiring that tree replacement exceed a one-for-one basis so long as the necessary findings for granting the permit are made.

c. The City Council, the Planning and Building Director or the designee of the Planning and Building Director may waive the requirement for tree replacement if the person or body granting the permit determines that there is not

enough space on the lot to plant a tree and shall base the size and number of replacement trees on the significance of the amount of foliage remaining on the parcel after the removal of the tree(s).

4. Expiration and Inspection: All work for which a tree removal permit is issued shall be completed within ninety (90) days of the date the permit is issued unless the City grants a written extension for a period not to exceed thirty (30) days. The permittee shall, within three (3) business days of the completion of the work, contact the City and schedule a compliance inspection.

5. Stump Removal Required: All the stumps of all established trees visible from public view shall be removed with a stump grinder or shall be dug out. The Planning and Building Director or his or her designee may permit the stump to be retained if he or she finds that access to the stump cannot be reasonably obtained or the stump is located on a steep slope.

E. Violation, Enforcement and Restoration:

Severe Pruning

1. Any person who violates or permits the violation of any provision of this Section or any condition of a tree removal permit or a tree restoration plan imposed by subsection E.3. of this Section shall be subject to any of the enforcement remedies set forth in Article 4 (Violations) and Article 6 (Administrative Procedures and Penalties for Code Violations) of Chapter 1 of this Code. Each branch of a tree three inches (3") in diameter or greater removed due to damage or severe pruning of an established tree or oak tree shall constitute a separate violation of this Section.

Illegal Damage and/or Tree Removal

2. The following penalty fees shall be charged to anyone who irreversibly damages a tree or removes an established tree or oak tree, on his or her property in violation of the terms of this Section:

<u>Level of Violation</u>	<u>Circumference @ 4 ½ feet above grade</u>	<u>Fine (per tree)</u>
<i>Class I</i>	<i>36"-48"</i>	<i>\$5,000</i>
<i>Class II</i>	<i>49"-75"</i>	<i>\$10,000</i>
<i>Class III</i>	<i>76" or greater</i>	<i>\$25,000</i>

3. In addition to any penalties imposed pursuant to this Code, any property owner who damages, severely prunes or removes an established tree or oak tree, or permits the damage, severe pruning or removal of any established tree or oak tree, on his or her property in violation of the terms of this Section, shall restore the environment by planting one or more trees in such quantity that the Planning and Building Director or

his or her designee requires in a tree restoration plan. The requirements for and the regulations regarding a tree restoration plan are as follows:

a. A tree restoration plan shall be based on planting sufficient trees as are necessary to provide an amount of foliage reasonably equal to that unlawfully removed.

b. In the case of unlawful removal of a tree, the tree restoration plan shall require the planting of not less than one 36-inch box size tree and the total of the circumference of the trees to be planted shall be equal to the circumference of the tree unlawfully removed.

c. In the event that the circumference of the tree unlawfully removed cannot be determined, the tree restoration plan shall be based on the likely circumference of the unlawfully removed tree determined by using the best evidence available.

d. The tree restoration plan shall require the trees to be planted in those locations that will best restore the visual environment to that existing before the unlawful tree damage, severe pruning or removal.

e. If the Planning and Building Director or his or her designee determines that the property cannot accommodate the number of trees required to be planted, the tree restoration plan shall require the trees to be planted on publicly owned property at locations determined by the Planning and Building Director.

f. The property owner may select the species of trees to be planted from a list of trees the Planning and Building Director or his or her designee determines will reach a size equal to the tree unlawfully damaged, severely pruned or removed, except in the case of oak trees which must be replaced with oak trees.

g. The Planning and Building Director shall reconsider a tree restoration plan established in connection with a tree that was unlawfully severely pruned or damaged if the tree dies within one year from the date of the severe pruning or damage and may impose additional requirements equal to those that would have been established if the tree had been originally unlawfully removed.

h. The City's determination of such violation and establishment of a tree restoration plan under this subsection E.3 may be appealed as described in subsection G of this Section.

i. Failure to comply with a tree restoration plan within thirty (30) days such plan becomes final shall constitute a separate violation.

4. In addition to any penalties imposed pursuant to this Code, if a replacement tree dies within one year from the date of the severe pruning or damage, the property owner shall be required to replace said tree with a tree of the same species pursuant to this Section.

F. Expiration Time of a Tree Permit: A tree removal permit which is not used within ninety (90) days after such permit is issued is null and void and of no effect, except that the Planning and Building Director or his/her designee may, in his or her discretion, extend the expiration date of any tree permit. The conditions of an approved permit, which include stump removal and replacement, shall not be subject to expiration.

G. Appeal from Denial or Conditions to a Tree Removal Permit or a Tree Restoration Plan:

1. Any person (the appealing party) may appeal a denial of a tree removal permit, or the conditions imposed pursuant thereto or pursuant to requirements in a tree restoration plan imposed pursuant to subsection E.3 of this Section by filing a written appeal with the City Manager. The appeal shall:

- a. Be signed by the appealing party; and
- b. State the basis for the appeal; and
- c. Be received by the City Manager within fifteen (15) calendar days of the City's decision on the permit application or of notification by first class mail to the applicant or property owner of same, whichever occurs later.

2. Upon receipt of a timely appeal, the City Manager, or his or her designee shall send, or cause to be sent, a notice of hearing to the appealing party by first class mail which states the date, time and location of a hearing on the appeal. The hearing shall not be set sooner than ten (10) calendar days from the date the appeal was received. The appealing party has the right to be heard and to present testimony and other evidence in support of the appeal. Failure of the appealing party to receive the notice of hearing shall not invalidate the proceedings under this Section.

3. Upon consideration of reports, evidence and testimony of the appealing party, any City officials and any other interested parties, the City Manager, or his or her designee shall:

- a. Affirm, modify or reverse the decision or action of the Planning and Building Director, or his or her designee, or
- b. Refer the matter back to the Planning and Building Director, or his or her designee, for further review and consideration.

4. The City Manager, or his or her designee, shall cause a notice of decision to be sent by first class mail to the appealing party within five (5) calendar days of the hearing. The Planning and Building Director's or his or her designee's decision remains in effect until the date of mailing of the City Manager's notice of decision.

5. The decision of the City Manager, or his or her designee, shall supersede the decision of the Planning and Building Director or his or her designee. The City Manager's or his or her designee's decision can be appealed to the Planning

Commission and from the Planning Commission to the City Council. The decision of the Council shall be final and conclusive in all respects.

H. Appeal to Contest Determination that An Established Tree Has Been Severely Pruned or Damaged: Any person (the appealing party) may appeal the City's determination that they have violated the provisions within this Section by severely pruning or damaging an established tree. The appeal shall be heard by the City Manager. The appeal procedure shall be conducted as specified in subsection G of this Section.”

Section 2. Item 2, of Subsection B, of Section 01, of Article 06, of Chapter 01 of the San Marino City Code is hereby amended to read as follows:

2. Section 23.06.15, “Preservation of Trees” (severe pruning cases only)

PASSED, APPROVED, AND ADOPTED this ___day of _____, 2012.

ALLAN YUNG,
MAYOR

ATTEST:

VERONICA RUIZ
CITY CLERK

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

*Allan Yung, MD
Mayor*

FROM: MATT BALLANTYNE, CITY MANAGER

*Richard Sun, DDS
Vice Mayor*

BY: LISA BAILEY, FINANCE DIRECTOR

*Dennis Kneier
Council Member*

DATE: JANUARY 11, 2012

*Eugene Sun
Council Member*

SUBJECT: **DISBURSEMENTS REPORTS FOR THE MONTH OF
DECEMBER, 2011**

*Richard Ward
Council Member*

BACKGROUND

Attached is the general account check register and wire transfer report for the month of December, 2011. This report was prepared by the Accountant I and has been reviewed and approved by the Finance Director. All disbursements for the month are summarized and totaled below.

FISCAL IMPACT

Schedule of Disbursements

General Account Checks 76199-76412 & EFTs	846,840.84
Payroll Checks 51146-51177	23,881.39
12/09/11 Direct Deposit	260,918.34
12/09/11 Fed Tax	59,111.31
12/09/11 State Tax	17,058.30
12/22/11 Direct Deposit	257,300.48
12/22/11 Fed Tax	55,511.28
12/22/11 State Tax	15,540.24
	1,536,162.18

Schedule of Wire Transfers Between LAIF and City Checking Accounts

Date	Description	Amount In (Out)
12/08/11	From LAIF fo Payroll Checking	(350,000.00)
12/14/11	From LAIF fo Main Checking	(400,000.00)
12/20/11	From Main Checking to LAIF	4,000,000.00
12/21/11	From Main Checking to LAIF	535,000.00
		3,785,000.00

RECOMMENDATION

Staff recommends that the Council ratify and file the Disbursements Report for the period ending December 31, 2011. If Council concurs, the appropriate action would be:

“A motion to ratify and file the Disbursements Report for the period ending December 31, 2011.”

Attachments: Disbursements Report

City of San Marino

December, 2011 Disbursements Report

Account	Vendor	Description	GL Date	Check No	Amount
Balance Sheet Accounts:					
102-00-2016-0000	00 PERS (Medical)	PR Batch 00702.12.2011 Ins Prem Bene/125 Plan	12/29/2011	0	32,092.77
102-00-2012-6160	00 PERS	PR Batch 00701.12.2011 PERS Employee Share	12/16/2011	0	25,946.39
102-00-2012-6160	00 PERS	PR Batch 00702.12.2011 PERS Employee Share	12/29/2011	0	24,679.44
102-00-2016-0000	00 PERS (Medical)	PR Batch 00701.12.2011 Ins Prem Ded/125 Plan	12/16/2011	0	9,015.84
102-00-2016-0000	00 PERS (Medical)	PR Batch 00702.12.2011 Ins Prem Ded/125 Plan	12/29/2011	0	9,015.84
297-00-2048-2879	00 PCR Services Corporation	Huntington Entry Complex Project-10/1/11-10/31/11	12/16/2011	76362	9,013.11
609-00-1020-9460	00 Metro Water	Domestic Water-October	12/16/2011	0	7,811.20
102-00-2012-3190	00 ICMA Retirement (457)	PR Batch 00702.11.2011 Deferred Comp	12/02/2011	76237	7,040.35
102-00-2012-3190	00 ICMA Retirement (457)	PR Batch 00701.12.2011 Deferred Comp	12/16/2011	76344	7,040.35
102-00-2012-3190	00 ICMA Retirement (457)	PR Batch 00702.12.2011 Deferred Comp	12/29/2011	76406	7,040.35
102-00-2012-3190	00 ICMA Retirement (457)	PR Batch 00702.11.2011 Deferred Comp Benefit	12/02/2011	76237	6,189.18
102-00-2012-3190	00 ICMA Retirement (457)	PR Batch 00701.12.2011 Deferred Comp Benefit	12/16/2011	76344	6,189.18
102-00-2012-3190	00 ICMA Retirement (457)	PR Batch 00702.12.2011 Deferred Comp Benefit	12/29/2011	76406	6,189.18
609-00-2048-7370	00 San Marino School District	School Fees-November	12/02/2011	76265	5,049.00
102-00-2020-0000	00 Delta Dental	PR Batch 00702.11.2011 Dent Ins/125 Plan/PPO	12/02/2011	76330	3,967.35
297-00-2048-2879	00 Willdan	Transportation Planning-10/7-10/28	12/16/2011	76395	2,720.00
102-00-2016-0000	00 PERS (Medical)	December Premium	12/02/2011	0	2,423.74
102-00-2015-0000	00 Principal Life Insurance Company	PR Batch 00702.11.2011 Short/Long Term Disability	12/02/2011	76257	1,903.20
102-00-2036-0000	00 PayPro USA (ACH)	PR Batch 00701.12.2011 Med Flex/125 Plan	12/16/2011	0	1,392.89
102-00-2036-0000	00 PayPro USA (ACH)	PR Batch 00702.12.2011 Med Flex/125 Plan	12/29/2011	0	1,392.89
102-00-2016-0000	00 PERS (Medical)	January Premium	12/23/2011	0	1,064.47
102-00-2020-0000	00 Delta Dental	January Premium-PPO	12/16/2011	76330	933.16
101-00-1060-0000	00 Dapper Tire Co	Tires	12/02/2011	76229	753.84
102-00-2014-0000	00 Humana Insurance Co	PR Batch 00702.11.2011 ER Paid Life Insurance	12/02/2011	76235	729.92
102-00-2015-0000	00 H. Wilson Insurancenter Inc	PR Batch 00702.11.2011 Fire Dept LTD/125 Plan	12/02/2011	76342	706.80
102-00-2020-0000	00 Delta Dental	PR Batch 00702.11.2011 Dent Ins/125 Plan/HMO	12/02/2011	76330	650.19
102-00-2024-2530	00 San Marino Firefighters Assn	PR Batch 00701.12.2011 Firefighter Dues	12/16/2011	0	649.50
102-00-2024-2530	00 San Marino Firefighters Assn	PR Batch 00702.12.2011 Firefighter Dues	12/29/2011	0	649.50
102-00-2010-0000	00 Los Angeles County Sheriff's	PR Batch 00702.11.2011 Earnings Withholding Order	12/02/2011	76242	622.51
102-00-2010-0000	00 Los Angeles County Sheriff's	PR Batch 00701.12.2011 Earnings Withholding Order	12/16/2011	76353	622.51
102-00-2010-0000	00 Los Angeles County Sheriff's	PR Batch 00702.12.2011 Earnings Withholding Order	12/29/2011	76407	622.51
102-00-2032-0000	00 PayPro USA (ACH)	PR Batch 00701.12.2011 Dep Care/125 Plan	12/16/2011	0	593.33
102-00-2032-0000	00 PayPro USA (ACH)	PR Batch 00702.12.2011 Dep Care/125 Plan	12/29/2011	0	593.33
102-00-2012-6160	00 PERS	PR Batch 00701.12.2011 PERS Buy Back Pre-Tax	12/16/2011	0	577.16
102-00-2012-6160	00 PERS	PR Batch 00702.12.2011 PERS Buy Back Pre-Tax	12/29/2011	0	577.16
102-00-2012-6050	00 Union Bank of CA N.A.	PR Batch 00702.12.2011 PARS Employee Portion	12/29/2011	0	574.94
102-00-2012-6050	00 Union Bank of CA N.A.	PR Batch 00702.12.2011 PARS Employer Portion	12/29/2011	0	574.94
102-00-2012-6050	00 Union Bank of CA N.A.	PR Batch 00701.12.2011 PARS Employee Portion	12/16/2011	0	526.27
102-00-2012-6050	00 Union Bank of CA N.A.	PR Batch 00701.12.2011 PARS Employer Portion	12/16/2011	0	526.27
101-00-1060-0000	00 Dapper Tire Co	Tires	12/16/2011	76329	524.93
102-00-2015-0000	00 CA Law Enforcement Assn	December Premium-PR Batch 00702.11.2011 Police Dept LTD/125 Plan	12/02/2011	76224	507.00
102-00-2024-6490	00 San Marino Police Officers Assn	PR Batch 00701.12.2011 San Marino PD Assn	12/16/2011	0	505.00
102-00-2024-6490	00 San Marino Police Officers Assn	PR Batch 00702.12.2011 San Marino PD Assn	12/29/2011	0	505.00
101-00-2048-6990	00 Pedro Noriega	Refund-San Marino Center	12/02/2011	76201	500.00
101-00-2048-6990	00 San Gabriel Reading Association	Reissue Refund Ck#76016 11/4/11 San Marino Center	12/02/2011	76203	500.00
101-00-2048-6990	00 Ruth Lazara	Refund-San Marino Center	12/02/2011	76207	500.00
101-00-2048-6990	00 Lulu Yuan	Refund-San Marino Center	12/16/2011	76303	458.32
102-00-2012-3080	00 ICMA Retirement (401)	PR Batch 00702.11.2011 Deferred Comp-Management	12/02/2011	76236	443.30
102-00-2012-3080	00 ICMA Retirement (401)	PR Batch 00701.12.2011 Deferred Comp-Management	12/16/2011	76343	443.30
102-00-2012-3080	00 ICMA Retirement (401)	PR Batch 00702.12.2011 Deferred Comp-Management	12/29/2011	76405	443.30
102-00-2010-0000	00 State Franchise Tax Board	PR Batch 00702.11.2011 Earnings Withholding Order	12/02/2011	76263	411.32
101-00-1060-0000	00 The Lighthouse Inc	Light Bar	12/16/2011	0	361.67
101-00-1060-0000	00 Dapper Tire Co	Tires	12/16/2011	76329	331.47
101-00-1060-0000	00 Temple City Auto Parts	Ball Joints	12/02/2011	76271	309.73
102-00-2012-6160	00 PERS	PR Batch 00701.12.2011 Pers Buy Back Taxed	12/16/2011	0	307.43
102-00-2012-6160	00 PERS	PR Batch 00702.12.2011 Pers Buy Back Taxed	12/29/2011	0	307.43
101-00-2048-6990	00 Alice Quitasol	Refund-Afterschool	12/02/2011	76209	304.00
101-00-2048-6990	00 Scarlett Sinicrope	Refund-Kindercare	12/16/2011	76307	298.00
609-00-2048-2575	00 Friends of Crowell Public Lib	Reimbursement-Dvd	12/16/2011	76334	296.00
102-00-2012-7030	00 ICMA RHS	PR Batch 00701.12.2011 Retirement Health Savings Plan	12/16/2011	0	295.50
102-00-2012-7030	00 ICMA RHS	PR Batch 00702.12.2011 Retirement Health Savings Plan	12/29/2011	0	295.50
102-00-2024-2750	00 San Marino City Employees Assn	PR Batch 00701.12.2011 San Marino City Employee Assn	12/16/2011	0	293.75
102-00-2024-2750	00 San Marino City Employees Assn	PR Batch 00702.12.2011 San Marino City Employee Assn	12/29/2011	0	293.75
101-00-1060-0000	00 Bob Wondries	Electric Fan	12/16/2011	0	268.19
102-00-2012-7030	00 ICMA RHS	PR Batch 00701.12.2011 Retirement Health Savings Plan	12/16/2011	0	243.80

Account	Vendor	Description	GL Date	Check No	Amount
102-00-2012-7030	00 ICMA RHS	PR Batch 00702.12.2011 Retirement Health Savings Plan	12/29/2011	0	243.80
101-00-1060-0000	00 Temple City Auto Parts	Fuel Pump	12/16/2011	76386	228.00
101-00-2048-6990	00 Pedro Noriega	Refund-San Marino Center	12/02/2011	76201	212.00
101-00-1060-0000	00 Temple City Auto Parts	Control Arm	12/16/2011	76386	211.79
101-00-1060-0000	00 Alhambra Chrysler/Jeep/Dodge	Headlight & Marker Lamp	12/16/2011	76311	211.04
102-00-2012-7030	00 ICMA RHS	PR Batch 00701.12.2011 Retirement Health Savings-John	12/16/2011	0	209.16
101-00-1060-0000	00 Temple City Auto Parts	Radiator	12/02/2011	76271	187.93
102-00-2028-0000	00 Pre-Paid Legal Services Inc	PR Batch 00701.11.2011 Prepaid Legal Services	11/18/2011	76256	176.36
102-00-2028-0000	00 Pre-Paid Legal Services Inc	PR Batch 00702.11.2011 Prepaid Legal Services	12/02/2011	76256	176.36
101-00-1060-0000	00 Temple City Auto Parts	Radiator,Filters	12/02/2011	76271	172.88
101-00-2048-6990	00 Dawn Ward	Refund-Overpayment	12/02/2011	76210	168.00
102-00-2012-7030	00 ICMA RHS	PR Batch 00702.12.2011 Retirement Health Savings-John	12/29/2011	0	164.71
101-00-1060-0000	00 Bobcat of Cerritos	Fuel Pump	12/16/2011	76320	153.85
101-00-1060-0000	00 Temple City Auto Parts	Filters	12/16/2011	76386	140.84
101-00-1060-0000	00 U.S. Bank	TEMPLE CITY POWER SPORTS-Battery	12/08/2011	76282	137.35
101-00-2048-6990	00 Patricia Leon	Refund-Homework Helpers	12/02/2011	76204	120.00
101-00-2048-6990	00 Anita Ho	Refund-Solvang Danish Delight	12/16/2011	76293	116.00
101-00-1060-0000	00 Interstate Battery Systems of	Battery	12/16/2011	76345	108.70
101-00-1060-0000	00 Interstate Battery Systems of	Battery	12/16/2011	76345	108.70
102-00-2012-6160	00 PERS	PR Batch 00701.12.2011 PERS Survivor Benefit	12/16/2011	0	106.95
102-00-2012-6160	00 PERS	PR Batch 00702.12.2011 PERS Survivor Benefit	12/29/2011	0	106.02
101-00-2048-6990	00 Sydney Baxter	Refund-Christmas Holiday	12/16/2011	76308	106.00
102-00-2010-0000	00 CA State Disbursement Unit	PR Batch 00702.12.2011 Earnings Withholding Order	12/29/2011	76403	100.61
101-00-1060-0000	00 Interstate Battery Systems of	`	12/16/2011	76345	94.56
101-00-1060-0000	00 Temple City Auto Parts	Fuel Pump	12/16/2011	76386	82.73
102-00-2028-0000	00 Pre-Paid Legal Services Inc	November Premium	12/02/2011	76256	77.68
102-00-2015-0000	00 Principal Life Insurance Company	December Premium	12/02/2011	76257	70.36
101-00-1060-0000	00 Temple City Auto Parts	Antifreeze	12/02/2011	76271	62.68
101-00-1060-0000	00 Bob Wondries	Window Switch	12/02/2011	0	62.31
101-00-2048-6990	00 Hope Covault	Refund-Solvang Danish Delight	12/02/2011	76202	58.00
101-00-1060-0000	00 Temple City Auto Parts	Filters,Brake Pads	12/16/2011	76386	55.77
101-00-2048-6990	00 Mary Lou Bangar	Refund-Christmas Holiday	12/16/2011	76304	53.00
101-00-2048-6990	00 Joan Rice	Refund-Christmas Holiday	12/16/2011	76310	53.00
101-00-3044-4510	00 California American Water	San Marino City Fee	12/02/2011	76225	46.19
101-00-1060-0000	00 Temple City Auto Parts	Ball Joint	12/02/2011	76271	39.81
101-00-1060-0000	00 Bob Wondries	Vapor Hose	12/02/2011	0	37.44
101-00-2048-6990	00 Amy Tsai	Refund-Parent & Me Tennis	12/16/2011	76283	36.00
101-00-2048-6990	00 Rose Wang	Refund-Parent & Me Tennis	12/16/2011	76285	36.00
101-00-2048-6990	00 Kevin Dodd	Refund-Parent & Me Tennis	12/16/2011	76288	36.00
101-00-2048-6990	00 Robert Solis	Refund-Parent & Me Tennis	12/16/2011	76289	36.00
101-00-2048-6990	00 Ling Ling Hsieh	Refund-Junior Tennis	12/16/2011	76292	36.00
101-00-2048-6990	00 Jim Boitnott	Refund-Junior Tennis	12/16/2011	76300	36.00
101-00-2048-6990	00 Paola Mork	Refund-Parent & Me Tennis	12/16/2011	76302	36.00
101-00-2048-6990	00 Joel Newton	Refund-Parent & Me Tennis	12/16/2011	76306	36.00
101-00-1060-0000	00 Temple City Auto Parts	Filters	12/16/2011	76386	24.71
101-00-2048-6990	00 Jane F Chen	Refund-Junior Tennis	12/16/2011	76287	24.00
101-00-2048-6990	00 Hungwen Chung	Refund-Junior Tennis	12/16/2011	76290	24.00
101-00-2048-6990	00 Aileen Schaefer	Refund-Junior Tennis	12/16/2011	76299	24.00
101-00-1060-0000	00 Temple City Auto Parts	Breather	12/02/2011	76271	22.39
102-00-2020-0000	00 Delta Dental	January Premium-HMO	12/16/2011	76330	21.14
101-00-1060-0000	00 Temple City Auto Parts	Shock	12/16/2011	76386	20.87
101-00-1060-0000	00 Temple City Auto Parts	Switches	12/16/2011	76386	16.16
101-00-2048-6990	00 Charlene Sung	Refund-Overpayment	12/02/2011	76205	16.00
101-00-1060-0000	00 Temple City Auto Parts	Light Bulbs	12/02/2011	76271	15.57
101-00-1060-0000	00 Temple City Auto Parts	Fuel,Caps	12/02/2011	76271	15.48
102-00-2014-0000	00 Humana Insurance Co	December Premium	12/02/2011	76235	13.50
101-00-3040-0000	00 California American Water	San Marino Franchise Fee	12/02/2011	76225	13.06
101-00-2048-6990	00 Edward Dingman	Refund-Junior Tennis	12/16/2011	76284	12.00
101-00-2048-6990	00 Stephanie Kelsey	Refund-Junior Tennis	12/16/2011	76286	12.00
101-00-2048-6990	00 Jan Ketelaar	Refund-Junior Tennis	12/16/2011	76298	12.00
101-00-2048-6990	00 Alfred Fuan	Refund-Junior Tennis	12/16/2011	76305	12.00
101-00-2048-6990	00 Yan Zhu	Refund-Junior Tennis	12/16/2011	76309	12.00
101-00-1060-0000	00 Temple City Auto Parts	Hose,Gasket	12/02/2011	76271	11.53
101-00-1060-0000	00 Temple City Auto Parts	Filters	12/02/2011	76271	10.62
102-00-2010-0000	00 Los Angeles County Sheriff's	PR Batch 00702.11.2011 Earnings Withholding Order	12/02/2011	76241	10.00
102-00-2010-0000	00 Los Angeles County Sheriff's	PR Batch 00701.12.2011 Earnings Withholding Order	12/16/2011	76352	10.00
102-00-2010-0000	00 Los Angeles County Sheriff's	PR Batch 00702.12.2011 Earnings Withholding Order	12/29/2011	76408	10.00
609-00-2048-2575	00 Friends of Crowell Public Lib	Reimbursement-Book Shoppe	12/16/2011	76334	8.30
101-00-2048-6990	00 Huong Nguyen	Refund-Senior Computer Lab	12/16/2011	76291	3.00
101-00-2048-6990	00 Karen Minero	Refund-Senior Computer Lab	12/16/2011	76297	3.00
101-00-2048-6990	00 Mary Inez Quevedo	Refund-Senior Computer Lab	12/16/2011	76301	3.00
102-00-2015-0000	00 CA Law Enforcement Assn	December Premium	12/02/2011	76224	-19.50

Account	Vendor	Description	GL Date	Check No	Amount
101-07-4436-0000	07 St. George's Medical Clinic	Flu Shot	12/02/2011	76269	30.00
101-07-4436-0000	07 St. George's Medical Clinic	Flu Shot	12/02/2011	76269	30.00
101-07-4436-0000	07 St. George's Medical Clinic	Flu Shot	12/02/2011	76269	30.00
101-07-4106-2755	07 Richards Watson & Gershon	TMDL Legal Services-October	12/16/2011	76367	25.00
101-07-4396-0000	07 CB Merchant Services	Quarterly Membership Dues	12/16/2011	76324	24.00
101-07-4316-0000	07 GE Capital	Sales Tax	12/16/2011	76336	19.90
101-07-4399-0000	07 State Board of Equalization	Out-of-State Use Tax-2011 (9.75%)	12/16/2011	76381	14.62
101-07-4376-0000	07 State Board of Equalization	Out-of-State Use Tax-2011 (8.75%)	12/16/2011	76382	8.96
					<u>40,503.74</u>
SMTV Accounts:					
101-08-4150-0000	08 David P Basulto	Station Manager for Channel 19-November	12/16/2011	76319	1,500.00
101-08-4150-0000	08 Mitchell Lehman	Production Assistant-9/1/11-10/31/11	12/02/2011	76244	512.50
					<u>2,012.50</u>
Planning & Building Accounts:					
101-14-4104-6270	14 RKA Consulting Group	Building and Safety Services-10/1/11-10/31/11	12/16/2011	0	8,625.00
101-14-4104-6270	14 VCA Code Group	Plans Checked-October	12/02/2011	0	8,062.50
101-14-4106-2755	14 Richards Watson & Gershon	Legal Services-September	12/02/2011	76260	5,250.00
101-14-4104-0000	14 RSCC Engineering Inc	Engineering-10/29/11-11/28/11	12/16/2011	0	2,605.00
101-14-4104-6270	14 VCA Code Group	Fire Protection Plans Checked-October	12/02/2011	0	1,784.50
101-14-4104-6270	14 VCA Code Group	Building Inspection-10/2/11-10/29/11	12/02/2011	0	1,080.00
101-14-4106-0950	14 Dapeer,Rosenblit & Litvak LLP	Code Enforcement Legal Services-10/1/11-10/31/11	12/02/2011	76228	920.08
101-14-4104-6270	14 VCA Code Group	Plan Review-10/2/11-10/29/11	12/02/2011	0	320.00
101-14-4202-0000	14 San Marino Tribune	Legal Ad	12/02/2011	0	315.90
101-14-4420-0000	14 SAP Digital Corp	Color Letterhead	12/02/2011	76261	309.94
101-14-3312-0000	14 Daren Lee	Refund-Design Review Application	12/02/2011	76208	300.00
101-14-4202-0000	14 San Marino Tribune	Legal Ad	12/02/2011	0	294.84
101-14-4412-0000	14 UPS	Shipping	12/02/2011	76278	183.87
101-14-4396-0000	14 U.S. Bank	COUNCIL FOR WATERSHED-Tree Care Seminar-R.Serven	12/08/2011	76282	140.00
101-14-3151-0000	14 Sunshine Roofing Inc	Refund-Building Permit	12/16/2011	76384	122.60
101-14-4420-0000	14 Lasting Impressions Printing	Request for Inspections	12/16/2011	76354	85.13
101-14-4376-0000	14 U.S. Bank	PLANBAGS.COM-Planning Bags	12/08/2011	76282	79.90
101-14-4376-0000	14 U.S. Bank	INKJETSUPERSTORE.COM-Inkjet Cartridge	12/08/2011	76282	74.55
101-14-4376-0000	14 U.S. Bank	STAPLES-Copy Paper,Water,File Folders	12/08/2011	76282	53.83
101-14-4420-0000	14 A & I Reprographics Inc	Sewer Maps	12/02/2011	76212	25.32
					<u>30,632.96</u>
General Operations Accounts:					
101-20-4016-0000	20 PERS (Medical)	January Premium-Retirees	12/23/2011	0	13,825.00
101-20-4016-0000	20 PERS (Medical)	December Premium-Retirees	12/02/2011	0	13,050.00
101-20-4150-0000	20 Digital Map Products Inc	GIS Subscription-7/1/11-6/30/12	12/16/2011	76331	5,049.00
595-20-4356-0000	20 Self-Insurance Plans	State Worker's Comp Fees-7/1/11-6/30/12	12/16/2011	76383	4,225.14
101-20-4376-0000	20 Los Tacos	Employee Luncheon Catering.	12/20/2011	76398	3,705.00
101-20-4500-1980	20 Southern California Edison	Electric Service	12/02/2011	76262	2,494.20
101-20-4500-1980	20 Southern California Edison	Electric Service	12/23/2011	76409	2,382.03
595-20-4150-0000	20 AdminSure Inc	Worker's Comp-12/1/11-12/31/11	12/02/2011	76211	1,780.00
101-20-4420-0000	20 Sinclair Printing Company	City Newsletter-October	12/02/2011	76264	1,533.00
101-20-4150-0000	20 Kajiwara Communications	Community Newsletter-December	12/16/2011	0	1,250.00
101-20-4016-0000	20 John Penido	Medical Premium-December	12/02/2011	0	979.00
101-20-4376-2013	20 The Pin Center	Centennial Lapel Pins	12/16/2011	76363	972.50
101-20-4500-9025	20 AT&T	Phone Service	12/02/2011	76220	957.12
101-20-4412-0000	20 Sinclair Printing Company	Postage	12/02/2011	76264	792.30
101-20-4150-0000	20 M & G Maintenance Company	Janitorial Services-November	12/16/2011	0	576.32
101-20-4376-0000	20 U.S. Bank	PAPER SOURCE-Christmas Luncheon Invitations	12/08/2011	76282	333.97
101-20-4500-9460	20 California American Water	Water Service	12/02/2011	76225	244.06
101-20-4500-9025	20 AT&T	Phone Service	12/23/2011	76401	127.79
101-20-4500-9025	20 AT&T	Phone Service	12/16/2011	76316	70.61
101-20-4376-0000	20 U.S. Bank	STARBUCKS-Raffle Card	12/08/2011	76282	50.00
101-20-4376-0000	20 U.S. Bank	THEMATIC ATTIC-Supplies	12/08/2011	76282	17.53
101-20-4412-0000	20 FedEx	Shipping	12/02/2011	76232	8.55
					<u>54,423.12</u>
Police Accounts:					
103-30-4150-0000	30 All-City Management Services Inc	Crossing Guard Services-11/6/11-11/19/11	12/02/2011	0	5,307.00
103-30-4150-0000	30 All-City Management Services Inc	Crossing Guard Services-10/23/11-11/5/11	12/02/2011	0	4,930.00
103-30-4150-0000	30 Pasadena Humane Society	Animal Control Services-November	12/16/2011	0	4,000.00
103-30-4150-0000	30 All-City Management Services Inc	Crossing Guard Services-11/20/11-12/3/11	12/16/2011	0	3,683.00
103-30-3400-0000	30 Alhambra Municipal Court	Revenue Distribution-October	12/02/2011	76213	2,856.00
103-30-4150-0000	30 Alhambra Police Department	Inmate Housing-September	12/02/2011	0	2,236.00
103-30-4150-0000	30 Alhambra Police Department	Inmate Housing-October	12/02/2011	0	1,634.00
103-30-4420-0000	30 Safeguard Business Systems	Notice to Appear Forms	12/16/2011	76370	1,540.45

Account	Vendor	Description	GL Date	Check No	Amount
233-30-4399-0000	30 R.S. Hughes	3M OHESK FR-64 Filter #051131-52558 Gas	12/16/2011	76369	1,342.32
103-30-4508-0000	30 U.S. Bank	MOTO TECNICA-Battery,Install Stator	12/08/2011	76282	1,000.00
103-30-4150-0000	30 M & G Maintenance Company	Janitorial Services-November	12/16/2011	0	707.30
103-30-4150-0000	30 Alhambra Police Department	Inmate Housing-November	12/16/2011	0	688.00
103-30-4500-9025	30 AT&T	Phone Service	12/16/2011	76316	523.31
103-30-4150-0000	30 Phoenix Group Information Systems	Citation Processing-October	12/02/2011	76255	516.51
103-30-4480-0000	30 City of Gardena c/o LACPCA	2012 Membership Dues-J.Schaefer	12/16/2011	76350	500.00
103-30-4508-0000	30 U.S. Bank	MOTO TECNICA-Battery,Install Stator	12/08/2011	76282	493.88
103-30-4480-0000	30 Les Rune	Reimbursements-Meals,Lodging,Parking	12/16/2011	0	480.14
103-30-4500-9025	30 AT&T Mobility	Phone Service-10/24/11-11/23/11`	12/16/2011	76318	409.28
103-30-4150-0000	30 San Marino Auto Grooming	November Car Wash	12/16/2011	0	400.00
103-30-4376-0000	30 U.S. Bank	B & H PHOTO VIDEO-Camera,Recording System	12/08/2011	76282	394.99
103-30-4376-0000	30 U.S. Bank	NAT'L NEIGHBORHOOD WATCH-Signs	12/08/2011	76282	394.75
103-30-4500-9025	30 AT&T	Phone Service-11/19-12/18	12/16/2011	76317	357.18
103-30-4492-0003	30 Tom's Uniforms	Uniform	12/16/2011	76388	245.23
103-30-4508-0000	30 All Car Specialists Inc	Front End Alignment	12/16/2011	76312	196.00
103-30-4415-0000	30 U.S. Bank	GLOCK-Armorer's Course	12/08/2011	76282	195.00
103-30-4150-0000	30 SDS Security Design Systems	Quarterly Service-Mar	12/16/2011	76372	180.00
103-30-4150-0000	30 St. George's Medical Clinic	Physical Exam	12/02/2011	76269	160.00
103-30-4508-0000	30 All Car Specialists Inc	Alignment	12/02/2011	76215	147.00
103-30-4376-0000	30 Office Depot	Cartridge,Calendars,Book Ends,Dividers,Binders`	12/16/2011	76359	135.19
103-30-4500-9025	30 Time Warner Cable	Cable Service-12/1-12/31	12/16/2011	76387	134.95
103-30-4500-9025	30 Verizon Wireless	Phone Service-10/24-11/23	12/16/2011	76389	133.32
103-30-4399-0000	30 Office Depot	Chair	12/16/2011	76359	119.62
233-30-4399-0000	30 R.S. Hughes	Sales Tax	12/16/2011	76369	117.45
103-30-4480-0000	30 U.S. Bank	TONY'S PIZZA-Pizzas	12/08/2011	76282	114.00
103-30-4500-4950	30 The Gas Company	Gas Service	12/23/2011	76410	110.79
103-30-4480-0000	30 San Marino City Club	2012 Membership Dues-T.Harrigan	12/16/2011	76377	105.00
103-30-4508-0000	30 All Car Specialists Inc	Front End Alignment	12/16/2011	76312	98.00
103-30-4436-0000	30 U.S. Bank	WOOD RANCH-Lunch Meeting	12/08/2011	76282	89.50
103-30-4500-9025	30 AT&T	Phone Service	12/16/2011	76315	85.01
103-30-4396-0000	30 CPOA	2012 Membership Dues-T.Harrigan	12/16/2011	76327	85.00
103-30-4436-0000	30 FedEx	Shipping	12/16/2011	76332	83.11
103-30-4150-0000	30 SDS Security Design Systems	Monthly Service-Jan	12/16/2011	76372	80.00
103-30-4376-0000	30 Office Depot	Desk Pads,Folders,Paper Clips,Pens	12/16/2011	76359	75.58
103-30-4376-0000	30 Office Depot	Binders,Ruler,Sheet Protector,3-Hole Punch	12/16/2011	76359	71.62
103-30-4376-0000	30 Remington Water	Drinking Water-December	12/16/2011	76365	60.00
103-30-4150-0000	30 SDS Security Design Systems	Monthly Service-Jan	12/16/2011	76372	50.00
103-30-4150-0000	30 San Gabriel Valley Medical Ctr	In-Custody Medical	12/16/2011	76376	48.00
103-30-4415-0000	30 Paula Byrd	Mileage Reimbursement	12/16/2011	0	44.62
103-30-4150-0000	30 SDS Security Design Systems	Monthly Service-Jan`	12/16/2011	76372	44.26
103-30-4415-0000	30 U.S. Bank	CA ASSOC-Post Training	12/08/2011	76282	41.00
103-30-4150-0000	30 Burro Canyon Shooting Park	Range Fees-11/5/11	12/02/2011	76222	40.00
103-30-4415-0000	30 Paula Byrd	Mileage Reimbursement	12/02/2011	76223	38.18
103-30-4508-0000	30 U.S. Bank	EXXONMOBIL-Gasoline	12/08/2011	76282	38.00
103-30-4401-0000	30 U.S. Bank	USPS-Express Mail	12/08/2011	76282	36.60
103-30-4376-0000	30 U.S. Bank	OFFICE DEPOT-Supplies	12/08/2011	76282	30.44
103-30-4500-4950	30 The Gas Company	Gas Service	12/02/2011	76272	29.11
103-30-4376-0000	30 U.S. Bank	HOW'S MARKET-Gift Card	12/08/2011	76282	28.95
103-30-4415-0000	30 U.S. Bank	VONS-Supplies	12/08/2011	76282	21.73
103-30-4436-0000	30 U.S. Bank	STARBUCKS-Coffee	12/08/2011	76282	19.60
103-30-4480-0000	30 U.S. Bank	HOW'S MARKET-Supplies	12/08/2011	76282	19.26
103-30-4436-0000	30 U.S. Bank	USPS-Shipping	12/08/2011	76282	18.30
103-30-4480-0000	30 Petty Cash	Meeting	12/16/2011	76323	18.00
103-30-4376-0000	30 U.S. Bank	SMART & FINAL-Supplies	12/08/2011	76282	15.48
103-30-4415-0000	30 U.S. Bank	TRADER JOE'S-Supplies	12/08/2011	76282	10.55
103-30-4150-0000	30 Burro Canyon Shooting Park	Range Fees-10/3/11	12/02/2011	76222	10.00
103-30-4508-0000	30 U.S. Bank	CHEVRON-Gasoline	12/08/2011	76282	10.00
103-30-4376-0000	30 U.S. Bank	SMART & FINAL-Supplies	12/08/2011	76282	6.51
103-30-4376-0000	30 Office Depot	Folder	12/02/2011	76251	5.52
103-30-4415-0000	30 U.S. Bank	CPOA-Credit	12/08/2011	76282	-135.00
					37,704.59

Fire Accounts:

103-34-4150-0000	34 City of Glendale	Verdugo Fire Dispatch Services-7/1/11-12/31/11	12/23/2011	76404	26,040.50
103-34-4376-0000	34 Life-Assist Inc	Medical Supplies	12/02/2011	76246	1,695.24
103-34-4376-0000	34 Life-Assist Inc	Medical Supplies	12/02/2011	76246	1,233.75
103-34-4492-0004	34 Allstar Fire Equipment Inc	Safety Harness	12/02/2011	76216	880.67
103-34-4206-0000	34 Unisource Worldwide Inc	Cleaning Supplies	12/02/2011	76277	553.97
103-34-4316-0000	34 Turnout Maintenance Co LLC	Turnout Cleaning	12/02/2011	76275	353.50
103-34-4452-0000	34 Detroit Industrial Tool	Tools	12/02/2011	76230	291.76
103-34-4150-0000	34 Office Depot	Paper,Printing,	12/02/2011	76251	206.67

Account	Vendor	Description	GL Date	Check No	Amount
103-34-4492-0003	34 Tom's Uniforms	Uniform	12/02/2011	76274	199.01
103-34-4468-0000	34 Mark Phillips	Reimbursement-Command 2B Class	12/02/2011	76254	180.00
103-34-4468-0000	34 U.S. Bank	PROMISS TEST CENTER-Fire Marshal Test	12/08/2011	76282	180.00
103-34-4500-9025	34 AT&T	Phone Service	12/23/2011	76401	177.88
103-34-4204-0000	34 U.S. Bank	FIRE PROTECTION PUB-Books	12/08/2011	76282	176.75
103-34-4468-0000	34 Robert O'Neill	Reimbursement-Training Instructor 1A	12/02/2011	76252	175.00
103-34-4500-4950	34 The Gas Company	Gas Service	12/02/2011	76272	164.42
103-34-4500-9025	34 AT&T	Phone Service	12/02/2011	76220	127.78
103-34-4508-0000	34 Temple City Auto Parts	Oil	12/02/2011	76271	107.43
103-34-4206-0000	34 SDS Security Design Systems	Monthly Service-Jan	12/16/2011	76372	87.00
103-34-4468-0000	34 U.S. Bank	CERTIFICATION PARTNERS-Fire Marshal Training	12/08/2011	76282	79.00
103-34-4468-0000	34 U.S. Bank	AMAZON PRIME-Fire Marshal Training	12/08/2011	76282	79.00
103-34-4206-0000	34 Socal Uniform Rental	Towel Cleaning	12/02/2011	76266	77.78
103-34-4206-0000	34 Socal Uniform Rental	Towel Cleaning	12/02/2011	76266	77.78
103-34-4206-0000	34 Socal Uniform Rental	Towel Cleaning	12/16/2011	76379	77.78
103-34-4376-0000	34 U.S. Bank	SMART & FINAL-Strike Team Supplies	12/08/2011	76282	71.33
103-34-4376-0000	34 Life-Assist Inc	Medical Supplies	12/02/2011	76246	66.99
103-34-4468-0000	34 U.S. Bank	ARTTHOMPSON-Training Materials	12/08/2011	76282	29.99
103-34-4492-0003	34 Tom's Uniforms	Belt	12/02/2011	76274	16.31
103-34-4468-0000	34 Russell Wilcox	Reimbursement-CPR Cards-K.Bateman,M.Smith,C.Evans	12/16/2011	76394	15.00
103-34-4468-0000	34 U.S. Bank	USPS-Postage	12/08/2011	76282	14.67
					33,436.96

Emergency Operations Accounts:

101-36-4500-9025	36 AT&T	Phone Service	12/02/2011	76220	161.56
500-36-4376-0000	36 Petty Cash	Food for EOC-Wind Storm 12/1	12/16/2011	76323	155.62
101-36-4376-0000	36 U.S. Bank	PASADENA PROPANE-Propane Disaster Stoves	12/08/2011	76282	67.46
101-36-4376-0000	36 U.S. Bank	THE HOME DEPOT-Disaster Supplies	12/08/2011	76282	65.23
101-36-4316-0000	36 U.S. Bank	THE HOME DEPOT-EOC Repair	12/08/2011	76282	58.40
101-36-4500-9025	36 Verizon Wireless	Phone Service-10/26-11/25	12/23/2011	76411	44.26
101-36-4500-9025	36 Verizon Wireless	Phone Service-10/24-11/23	12/23/2011	76411	9.48
101-36-4316-0000	36 U.S. Bank	THE HOME DEPOT-Radio Parts	12/08/2011	76282	9.18
101-36-4500-9025	36 USA Mobility Wireless Inc	Phone Service	12/23/2011	0	6.25
					577.44

Public Works Administration Accounts:

101-40-4260-0000	40 Republic ITS	1A Pole Replacement	12/16/2011	76366	5,315.00
101-40-4104-0000	40 Willdan	Traffic Engineering Services-10/7/11-10/28/11	12/02/2011	76281	2,465.00
101-40-4104-0000	40 RSCC Engineering Inc	Meetings-10/29/11-11/28/11	12/16/2011	0	1,100.00
101-40-4206-0000	40 San Marino Lock & Safe Co	Repair Doors	12/02/2011	0	435.00
101-40-4492-0004	40 Socal Uniform Rental	Uniform Rentals	12/02/2011	76266	245.34
101-40-4206-0000	40 City Wholesale Electric	Lighting	12/02/2011	0	205.86
101-40-4150-0000	40 M & G Maintenance Company	Janitorial Services-November	12/16/2011	0	165.04
101-40-4150-0000	40 Socal Uniform Rental	Towel Cleaning	12/02/2011	76266	140.47
101-40-4492-0003	40 Socal Uniform Rental	Uniform Rentals	12/02/2011	76266	135.06
101-40-4150-0000	40 Socal Uniform Rental	Towel Cleaning	12/02/2011	76266	89.42
101-40-4150-0000	40 Socal Uniform Rental	Towel Cleaning	12/02/2011	76266	86.19
101-40-4150-0000	40 Socal Uniform Rental	Towel Cleaning	12/16/2011	76379	85.39
101-40-4206-0000	40 City Wholesale Electric	Bulbs	12/02/2011	0	82.22
101-40-4316-0000	40 CBE Office Solutions	Copier Maintenance Fee-11/20/11-12/19/11	12/02/2011	0	72.86
101-40-4376-0000	40 Remington Water	Drinking Water-December	12/16/2011	76365	60.00
101-40-4492-0000	40 Socal Uniform Rental	Lettering,Emblem	12/02/2011	76266	57.09
101-40-4150-0000	40 Socal Uniform Rental	Towel Cleaning	12/16/2011	76379	53.55
101-40-4150-0000	40 Socal Uniform Rental	Towel Cleaning	12/02/2011	76266	41.58
101-40-4492-0003	40 Socal Uniform Rental	Uniform Rentals	12/02/2011	76266	32.93
101-40-4150-0000	40 Socal Uniform Rental	Towel Cleaning	12/02/2011	76266	31.32
101-40-4150-0000	40 Socal Uniform Rental	Towel Cleaning	12/16/2011	76379	30.52
101-40-4150-0000	40 Socal Uniform Rental	Towel Cleaning	12/16/2011	76379	18.83
101-40-4150-0000	40 Socal Uniform Rental	Towel Cleaning	12/02/2011	76266	14.35
101-40-4492-0004	40 Socal Uniform Rental	Uniform Rentals	12/02/2011	76266	14.29
101-40-4492-0004	40 Socal Uniform Rental	Uniform Rentals	12/16/2011	76379	14.26
101-40-4492-0004	40 Socal Uniform Rental	Uniform Rentals	12/16/2011	76379	13.89
101-40-4492-0004	40 Socal Uniform Rental	Uniform Rentals	12/02/2011	76266	12.07
101-40-4492-0003	40 Socal Uniform Rental	Uniform Rentals	12/02/2011	76266	12.02
101-40-4492-0003	40 Socal Uniform Rental	Uniform Rentals	12/16/2011	76379	12.00
101-40-4492-0003	40 Socal Uniform Rental	Uniform Rentals	12/16/2011	76379	11.62
101-40-4492-0004	40 Socal Uniform Rental	Uniform Rentals	12/16/2011	76379	10.71
101-40-4492-0003	40 Socal Uniform Rental	Uniform Rentals	12/02/2011	76266	9.33
101-40-4492-0004	40 Socal Uniform Rental	Uniform Rentals	12/02/2011	76266	9.21
101-40-4492-0003	40 Socal Uniform Rental	Uniform Rentals	12/02/2011	76266	7.69
101-40-4492-0003	40 Socal Uniform Rental	Uniform Rentals	12/02/2011	76266	7.58
101-40-4492-0003	40 Socal Uniform Rental	Uniform Rentals	12/16/2011	76379	7.56

Account	Vendor	Description	GL Date	Check No	Amount
101-40-4492-0004	40 Social Uniform Rental	Uniform Rentals	12/02/2011	76266	7.55
101-40-4492-0004	40 Social Uniform Rental	Uniform Rentals	12/02/2011	76266	7.46
101-40-4492-0004	40 Social Uniform Rental	Uniform Rentals	12/16/2011	76379	7.42
101-40-4492-0003	40 Social Uniform Rental	Uniform Rentals	12/16/2011	76379	2.22
					11,129.90
Garage Accounts:					
101-42-4316-0000	42 Los Angeles County Fire Dept	CUPA Fees	12/02/2011	76243	2,185.00
101-42-4150-0000	42 JDS Tank Testing & Repair Inc	Replaced Hose	12/02/2011	76239	238.00
101-42-4452-0000	42 U.S. Bank	HARBOR FREIGHT-Tool Box	12/08/2011	76282	217.49
101-42-4150-0000	42 JDS Tank Testing & Repair Inc	UST Inspection-November	12/16/2011	76346	140.00
					2,780.49
Sewer & Stormdrain Accounts:					
101-44-4150-0000	44 Russell Warner Inc	Area #1 Cleaning	12/16/2011	0	49,201.88
101-44-4150-9020	44 Athens Services	Street Sweeping-November	12/16/2011	76314	16,585.85
101-44-4150-9020	44 Athens Services	Street Sweeping-October	12/02/2011	76219	8,022.65
101-44-4460-5170	44 SWRCB Fees	Annual Storm Water Fee-7/1/11-6/30/12	12/02/2011	76270	7,279.00
101-44-4460-5170	44 SWRCB Fees	Annual Storm Discharge Fee-7/1/11-6/30/12	12/02/2011	76270	1,521.00
101-44-4150-5170	44 CO of LA-Dept of Public Works	Stormwater Copermittee Media Campaign-2011/2012	12/16/2011	76328	1,500.00
500-44-4150-0000	44 Jimni Systems Inc	Pump Station Repairs	12/16/2011	76348	1,430.00
101-44-4104-0000	44 KJ Services Environmental Svcs	NPDES Consulting-November	12/16/2011	76349	1,320.00
101-44-4150-0000	44 Russell Warner Inc	Area #1 Cleaning	12/16/2011	0	1,047.91
500-44-4150-0000	44 Russell Warner Inc	Pump Station Repairs	12/16/2011	0	500.00
500-44-4150-0000	44 Russell Warner Inc	Pump Station Repairs	12/16/2011	0	500.00
101-44-4106-5170	44 Richards Watson & Gershon	NPDES Legal Services-October	12/16/2011	76367	15.75
101-44-4106-5170	44 Richards Watson & Gershon	NPDES Legal Services-August	12/02/2011	76260	13.50
					88,937.54
Street Accounts:					
202-48-4600-5543	48 EC Construction Inc	Retention-Street Rehab Project	12/16/2011	0	36,223.77
500-48-4150-0000	48 Tree Elements Inc	Emergency Storm Debris Clean-Up	12/16/2011	0	21,530.00
101-48-4500-1980	48 Southern California Edison	Electric Service	12/16/2011	76374	16,819.05
394-48-4600-9000	48 RSCC Engineering Inc	St Light Conversion-10/29/11-11/28/11	12/16/2011	0	11,950.00
101-48-4150-0000	48 Republic ITS	Battery Back-Up	12/16/2011	76366	2,735.00
101-48-4150-0000	48 Republic ITS	Battery Back-Up Unit	12/16/2011	76366	2,695.00
101-48-4150-0000	48 Republic ITS	Opticom Cards	12/02/2011	76259	2,405.00
101-48-4150-0000	48 Republic ITS	Opticom Card	12/02/2011	76259	2,405.00
101-48-4150-0000	48 Republic ITS	Battery Back-Up	12/02/2011	76259	1,500.00
101-48-4150-0000	48 Republic ITS	Signal Repair	12/16/2011	76366	1,334.66
101-48-4150-0000	48 Republic ITS	Traffic Signal Response Call-November	12/16/2011	76366	968.41
101-48-4376-0000	48 Sprague's Ready Mix	Concrete	12/02/2011	76268	908.55
101-48-4376-0000	48 Western Highway Products	Sign Material	12/16/2011	76393	827.25
101-48-4376-0000	48 Sprague's Ready Mix	Concrete	12/02/2011	76268	772.68
101-48-4150-0000	48 Republic ITS	Traffic Signal Maintenance-November	12/16/2011	76366	742.99
101-48-4150-0000	48 Republic ITS	LED Bulbs	12/16/2011	76366	720.00
101-48-4376-0000	48 C & L Supply Company	Waterless Urinals	12/02/2011	76226	390.17
101-48-4376-0000	48 Roadline Products Inc U.S.A.	Paint	12/16/2011	76368	338.47
101-48-4376-0000	48 United Traffic Services/Supply	Pole Anchors	12/16/2011	0	271.33
101-48-4376-0000	48 United Traffic Services/Supply	Bending Material	12/02/2011	0	271.29
101-48-4376-0000	48 Uline	Shelving	12/02/2011	76276	230.60
101-48-4376-0000	48 City Wholesale Electric	Bulbs	12/16/2011	0	183.52
101-48-4376-0000	48 United Traffic Services/Supply	Signs	12/02/2011	0	177.18
101-48-4376-0000	48 Grainger Inc	Gloves,Ear Plugs	12/02/2011	76233	171.36
101-48-4376-0000	48 City Wholesale Electric	Splices	12/02/2011	0	157.88
101-48-4376-0000	48 U.S. Bank	COUNCIL FOR WATERSHED-C.Richey-Oak Seminar	12/08/2011	76282	140.00
101-48-4376-0000	48 U.S. Bank	COUNCIL FOR WATERSHED-J.Santillan-Oak Seminar	12/08/2011	76282	140.00
101-48-4150-0000	48 L.A. Co. Dept of Public Works	County Signal Maintenance-October	12/16/2011	76351	129.91
101-48-4376-0000	48 George L Throop Co	Concrete	12/16/2011	76337	119.35
101-48-4376-0000	48 George L Throop Co	Concrete	12/16/2011	76337	119.35
101-48-4376-0000	48 Urban Restoration Group US Inc	Graffiti Spray	12/02/2011	76279	116.16
101-48-4376-0000	48 George L Throop Co	Reissue Ck#75754 9/23/11 Concrete	12/16/2011	76337	111.74
101-48-4376-0000	48 U.S. Bank	OFFICE DEPOT-Supplies	12/08/2011	76282	108.73
101-48-4500-1980	48 Utility Cost Management LLC	Utility Audit Fee-6/20-9/19	12/02/2011	76280	105.33
101-48-4376-0000	48 U.S. Bank	OFFICE DEPOT-Ink	12/08/2011	76282	101.12
101-48-4376-0000	48 Pacific Sanitary Supply	Brooms	12/02/2011	0	98.80
101-48-4396-0000	48 IMSA	Membership Dues-D.Werner	12/02/2011	76238	80.00
101-48-4376-0000	48 U.S. Bank	UCB ANR-Supplies	12/08/2011	76282	76.58
101-48-4376-0000	48 JHM Supply	Conduit	12/16/2011	76347	66.21
101-48-4376-0000	48 Home Depot Credit Services	Supplies	12/02/2011	76234	65.24
101-48-4376-0000	48 U.S. Bank	ANTRIMS SECURITY-Supplies	12/08/2011	76282	65.00
101-48-4376-0000	48 JHM Supply	Irrigation Supplies	12/02/2011	76240	60.41

Account	Vendor	Description	GL Date	Check No	Amount
101-48-4376-0000	48 JHM Supply	Irrigation Supplies	12/02/2011	76240	42.69
101-48-4376-0000	48 City Wholesale Electric	Supplies	12/16/2011	0	42.23
101-48-4376-0000	48 City Wholesale Electric	Bulbs	12/16/2011	0	37.71
101-48-4376-0000	48 Underground Service Alert/SC	Dig Alerts-22 Tickets	12/16/2011	0	33.00
101-48-4376-0000	48 Nichols Lumber & Hardware	Stakes	12/02/2011	76249	28.22
101-48-4376-0000	48 U.S. Bank	SHAKERS-Supplies	12/08/2011	76282	23.00
101-48-4376-0000	48 Nichols Lumber & Hardware	Lumber	12/02/2011	76249	21.86
101-48-4376-0000	48 JHM Supply	Irrigation Supplies	12/02/2011	76240	13.53
101-48-4376-0000	48 U.S. Bank	THE HOME DEPOT-Supplies	12/08/2011	76282	8.48
101-48-4376-0000	48 Southeast Construction	Spec Mix	12/16/2011	76373	7.14
101-48-4376-0000	48 U.S. Bank	RALPHS-Supplies	12/08/2011	76282	4.34
					108,695.29

Park Accounts:

101-50-4376-0000	50 Recycled Wood Products	Playground Chips	12/02/2011	76258	887.40
101-50-4376-0000	50 Recycled Wood Products	Playground Chips	12/02/2011	76258	850.43
101-50-4376-0000	50 Recycled Wood Products	Playground Chips	12/02/2011	76258	850.43
101-50-4399-0000	50 Garvey Equipment Company	Double Sided Hedge Trimmer	12/02/2011	0	419.00
101-50-4500-9460	50 California American Water	Water Service	12/23/2011	76402	397.32
101-50-4404-0000	50 Norman's Nursery Inc	Bushes	12/02/2011	76250	163.12
101-50-4376-0000	50 U.S. Bank	THE HOME DEPOT-Supplies	12/08/2011	76282	95.33
101-50-3502-0000	50 Lisa Margulis	Refund-Park Deposit	12/16/2011	76294	90.00
101-50-4500-9025	50 Time Warner Cable	Cable Service-11/25-12/24	12/02/2011	76273	79.95
101-50-3502-0000	50 Clare Chinlund	Refund-Park Deposit	12/16/2011	76295	65.00
101-50-3502-0000	50 Julie Kasayama	Refund-Park Deposit	12/16/2011	76296	65.00
101-50-4376-0000	50 U.S. Bank	DESCANSO GARDENS-Book	12/08/2011	76282	59.81
101-50-4500-4950	50 The Gas Company	Gas Service	12/02/2011	76272	49.74
101-50-4500-9025	50 AT&T	Phone Service	12/23/2011	76401	15.67
101-50-4500-9025	50 AT&T	Phone Service	12/02/2011	76220	15.66
					4,103.86

Grounds Accounts:

500-52-4150-0000	52 Tree Elements Inc	Storm Debris Removal.	12/20/2011	0	38,075.00
591-52-4613-0000	52 Wondries Fleet Group	2012 Ford F-250 Regular Cab Pick Up Truc	12/16/2011	76397	24,724.00
500-52-4150-0000	52 Tree Elements Inc	Storm Debris Removal.	12/20/2011	0	19,037.50
101-52-4150-0000	52 Tree Elements Inc	Palm Tree Pruning	12/02/2011	0	11,340.00
101-52-4150-0000	52 Tree Elements Inc	Palm Tree Pruning	12/02/2011	0	8,358.00
101-52-4500-9460	52 California American Water	Water Service	12/02/2011	76225	8,067.68
101-52-4150-0000	52 Mariposa Landscapes Inc	Landscape Maintenance Service-November	12/16/2011	0	7,330.62
101-52-4150-0000	52 Tree Elements Inc	Palm Tree Pruning	12/16/2011	0	3,990.00
591-52-4613-0000	52 Wondries Fleet Group	Sales Tax	12/16/2011	76397	2,401.17
591-52-4613-0000	52 Wondries Fleet Group	1300 Tommy Lift Gate	12/16/2011	76397	2,138.00
101-52-4404-0000	52 Mission Nursery & Landscape	Poinsettias	12/16/2011	76357	870.00
101-52-4404-0000	52 Mission Nursery & Landscape	Poinsettias	12/16/2011	76357	859.86
591-52-4613-0000	52 Wondries Fleet Group	Crossbed Tool Box	12/16/2011	76397	580.00
101-52-4404-0000	52 U.S. Bank	THE HOME DEPOT-Supplies	12/08/2011	76282	366.79
101-52-4376-0000	52 JHM Supply	Irrigation Supplies	12/02/2011	76240	298.56
101-52-4376-0000	52 Garvey Equipment Company	Supplies	12/02/2011	0	292.44
101-52-4404-0000	52 Norman's Nursery Inc	Trees	12/16/2011	76358	288.19
101-52-4404-0000	52 San Gabriel Nursery & Florist	Plants,Potting Soil	12/16/2011	76375	174.45
101-52-4376-0000	52 JHM Supply	Irrigation Supplies	12/16/2011	76347	117.81
101-52-4376-0000	52 JHM Supply	Irrigation Supplies	12/02/2011	76240	87.67
101-52-4500-9460	52 California American Water	Water Service	12/23/2011	76402	85.46
101-52-4376-0000	52 JHM Supply	Topper,Tree Bark	12/16/2011	76347	77.50
101-52-4500-9460	52 California American Water	Water Service	12/16/2011	76322	71.58
101-52-4508-0000	52 All Car Specialists Inc	Smog Test	12/02/2011	76215	55.25
101-52-4500-9460	52 City of Alhambra Utilities Dep	Water/Sewer Service-9/26/11-11/23/11	12/16/2011	76326	48.20
101-52-4316-0000	52 Garvey Equipment Company	Sharpened Blades	12/02/2011	0	45.00
101-52-4376-0000	52 JHM Supply	Easy Out	12/16/2011	76347	27.61
101-52-4404-0000	52 San Gabriel Nursery & Florist	Flowers	12/16/2011	76375	21.73
101-52-4316-0000	52 Temple City Auto Parts	Spark Plugs	12/16/2011	76386	20.25
591-52-4613-0000	52 Wondries Fleet Group	Tire Tax	12/16/2011	76397	8.75
101-52-4376-0000	52 Garvey Equipment Company	Filler Cap	12/02/2011	0	7.16
591-52-4613-0000	52 Wondries Fleet Group	Sales Tax	12/16/2011	76397	0.01
101-52-4376-0000	52 JHM Supply	Credit	12/02/2011	76240	-209.07
					129,657.17

Recreation Administration Accounts:

101-60-4500-1980	60 Southern California Edison	Electric Service	12/23/2011	76409	4,529.67
101-60-4206-0000	60 M & G Maintenance Company	Janitorial Services-November	12/16/2011	0	2,148.09
101-60-4206-0000	60 Building Automation Technologies	Repair Boiler Circulating Pump	12/16/2011	76321	900.00
101-60-4206-0000	60 Building Automation Technologies	Circulating Pump	12/16/2011	76321	808.13

Account	Vendor	Description	GL Date	Check No	Amount
101-60-4376-0000	60 Office Depot	Binders,Toners,Paper,Labels	12/16/2011	76359	658.34
101-60-4500-9025	60 AT&T	Phone Service	12/16/2011	76316	340.67
101-60-4500-4950	60 The Gas Company	Gas Service	12/02/2011	76272	310.11
101-60-4376-0000	60 Office Depot	Paper,Pens,Binder Clips,Tape,Desk Sorter	12/02/2011	76251	145.85
101-60-4480-0000	60 U.S. Bank	CITIZENS BANK-Meeting	12/08/2011	76282	112.75
101-60-4324-0000	60 Southwest Mobile Storage Inc	Cargo Container-12/6/11-1/2/12	12/16/2011	76380	110.75
101-60-4376-0000	60 U.S. Bank	T-MOBILE-Cell Phone	12/08/2011	76282	100.00
101-60-4376-0000	60 U.S. Bank	CARLOS RESTAURANT-Reimburse by Cash Wrong Charge	12/08/2011	76282	70.69
101-60-4376-0000	60 U.S. Bank	THE HOME DEPOT-Supplies	12/08/2011	76282	67.43
101-60-4468-0000	60 U.S. Bank	CA PARK & REC-Training	12/08/2011	76282	60.00
101-60-4508-0000	60 U.S. Bank	PASADENA CAR WASH-Van Wash	12/08/2011	76282	36.99
101-60-4376-0000	60 U.S. Bank	STATS OF SAN DIEGO-Banner	12/08/2011	76282	34.99
101-60-4376-0000	60 HSBC Business Solutions	Supplies	12/16/2011	76341	33.17
101-60-4376-0000	60 Remington Water	Drinking Water-December	12/16/2011	76365	30.00
101-60-4412-0000	60 U.S. Bank	FEDEX-Shipping	12/08/2011	76282	29.94
101-60-4480-0000	60 U.S. Bank	CITIZENS BANK-Meeting	12/08/2011	76282	28.00
101-60-4376-0000	60 U.S. Bank	STARBUCKS-Thank You Card	12/08/2011	76282	25.00
101-60-4376-0000	60 HSBC Business Solutions	Supplies	12/16/2011	76341	24.31
101-60-4376-0000	60 HSBC Business Solutions	Reimburse by Angie Padilla Incorrect Charge	12/16/2011	76341	23.70
101-60-4376-0000	60 U.S. Bank	HARBOR FREIGHT-Wheels for Hand Truck	12/08/2011	76282	23.23
101-60-4376-0000	60 U.S. Bank	SWEET & SAVORY-Lunch Meeting	12/08/2011	76282	22.93
101-60-4150-0000	60 U.S. Bank	PLUG N PAY-Monthly Subscription	12/08/2011	76282	15.00
101-60-4376-0000	60 Office Depot	Clear File Project	12/02/2011	76251	11.92
101-60-4376-0000	60 U.S. Bank	STARBUCKS-Coffee	12/08/2011	76282	11.10
101-60-4412-0000	60 U.S. Bank	USPS-Postage	12/08/2011	76282	9.68
101-60-4500-9025	60 AT&T Long Distance	Phone Service-Long Distance	12/02/2011	76221	8.84
101-60-4376-0000	60 Office Depot	Clear File Project	12/02/2011	76251	5.96
101-60-4480-0000	60 U.S. Bank	CITY PARKING METERS-Parking	12/08/2011	76282	2.50
					10,739.74

Aquatics Accounts:

101-62-4102-0000	62 Sovago Media Inc	Tsunami Instructor-9/1/11-12/31/11	12/16/2011	0	6,975.50
101-62-4324-0000	62 San Marino School District	San Marino Pool Usage-December	12/02/2011	76265	1,800.00
101-62-4324-0000	62 San Marino School District	San Marino Pool Usage-January	12/16/2011	76378	1,800.00
101-62-4324-0000	62 Southwest Mobile Storage Inc	Cargo Container-8/15/11-9/7/11	12/02/2011	76267	156.22
101-62-4324-0000	62 Southwest Mobile Storage Inc	Cargo Container-8/15/11-9/7/11	12/02/2011	76267	79.26
101-62-4500-9025	62 AT&T	Phone Service	12/02/2011	76220	16.52
101-62-4500-9025	62 AT&T	Phone Service	12/23/2011	76401	16.52
					10,844.02

Contract Classes Accounts:

101-64-4102-0000	64 Assist Athletics LLC	Sportz Blitz,Soccer,T-Ball-9/1/11-12/31/11	12/16/2011	76313	9,259.20
101-64-4102-0000	64 Kaye Ogita	Kinder Art Instructor-9/1/11-12/31/11	12/16/2011	76360	4,987.50
101-64-4102-0000	64 Jie Guo	Tai Chi Instructor-9/1/11-12/31/11	12/16/2011	76339	4,501.00
101-64-4102-0000	64 Nancy Yung	Adult Line Dance Instructor-9/1/11-12/31/11	12/16/2011	0	3,532.20
101-64-4102-0000	64 Juan Axume	Guitar Instructor-9/1/11-12/31/11	12/16/2011	0	3,127.60
101-64-4102-0000	64 Bella Voce Inc	Children's Chorus Instructor-9/1/11-12/31/11	12/16/2011	0	2,340.80
101-64-4102-0000	64 Brit-West Soccer	Tiny Pros Soccer Instructor-9/1/11-12/31/11	12/16/2011	0	2,237.20
101-64-4102-0000	64 Stepping Stones to Learning	Elementary Spanish Instructor-9/1/11-12/31/11	12/16/2011	0	2,126.60
101-64-4102-0000	64 Maria Zeledon	Lango Language Instructor-9/1/11-12/31/11	12/16/2011	0	2,016.00
101-64-4102-0000	64 Swordplay Inc	Youth Fencing Instructor-9/1/11-12/31/11	12/16/2011	76385	1,986.60
101-64-4102-0000	64 Emily Wang	Beg/Int Yoga Instructor-9/1/11-12/31/11	12/16/2011	0	1,829.10
101-64-4102-0000	64 Dave Plesh	Private Drum Instructor-	12/16/2011	76364	1,610.00
101-64-4102-0000	64 Laura Walsh	Dramagination Instructor-9/1/11-12/31/11	12/16/2011	76391	1,505.00
101-64-4102-0000	64 Bella Fitness	Fitness Instructor-9/1/11-12/31/11	12/16/2011	0	1,476.10
101-64-4102-0000	64 Gloria Ramos Gonzalez	Writing with a Picture Instructor-9/1/11-12/31/11	12/16/2011	76338	1,428.00
101-64-4102-0000	64 Chess Masters Inc	Chess Masters-9/1/11-12/31/11	12/16/2011	0	1,001.00
101-64-4102-0000	64 Donna Gale	Tiny Tot Ballet Instructor-9/1/11-12/31/11	12/16/2011	76335	940.50
101-64-4102-0000	64 Women's World Fitness Center	Zumba,Cardio Hip Hop,Pilates-9/1/11-12/31/11	12/16/2011	76396	705.60
101-64-4102-0000	64 Kristin Fertschneider	Dog Training Instructor-9/1/11-12/31/11	12/16/2011	0	693.00
101-64-4102-0000	64 Nelson N Lee	Ballroom Dancing Instructor-9/1/11-12/31/11	12/16/2011	0	604.80
101-64-4150-0000	64 Marie Nimrich	Bridge Manager-10/3/11-10/26/11	12/02/2011	0	600.00
101-64-4102-0000	64 Hong-Yi Hon	Intro to Piano Instructor-9/1/11-12/31/11	12/16/2011	76340	581.70
101-64-4150-0000	64 Marie Nimrich	Bridge Manager-11/2/11-11/30/11	12/16/2011	0	520.00
101-64-4102-0000	64 Pasadena Ice Skating Center	Winter Wonderland-9/1/11-12/31/11	12/16/2011	76361	480.00
101-64-4102-0000	64 Joanna Mary Saporito	Quality of Life Teacher-10/13/11-11/10/11	12/02/2011	0	276.00
101-64-4150-0000	64 Marie Nimrich	Reimbursements-Table Fees-10/3/11-10/26/11	12/02/2011	0	176.53
101-64-4102-0000	64 Joanna Mary Saporito	Quality of Life Instructor-11/1/11-12/14/11	12/16/2011	0	138.00
101-64-4150-0000	64 Marie Nimrich	Reimbursements-Table Fees-11/2/11-11/30/11	12/16/2011	0	85.85
101-64-4102-0000	64 Janell Mithani	Jewelry Design Instructor-9/1/11-12/31/11	12/16/2011	0	60.90
101-64-4376-0000	64 HSBC Business Solutions	Supplies	12/16/2011	76341	32.61
101-64-4376-0000	64 HSBC Business Solutions	Supplies	12/16/2011	76341	13.69

Account	Vendor	Description	GL Date	Check No	Amount
					<u>50,873.08</u>
Senior Activities Accounts:					
101-68-4486-0000	68 Main Street Tours Inc	Balance Due-Wings & Wacky Things-1/17/12	12/02/2011	76247	1,334.00
207-68-4208-0000	68 Main Street Tours Inc	Balance Due-Wings & Wacky Things-1/17/12	12/02/2011	76247	975.00
101-68-4486-0000	68 Main Street Tours Inc	Deposit-Bluegrass Festival at Carlsbad-4/14/12	12/02/2011	76247	200.00
101-68-4486-0000	68 Main Street Tours Inc	Deposit-Jazz Brunch @ Ralph Brennan's-2/12/12	12/16/2011	76355	200.00
101-68-4486-0000	68 Main Street Tours Inc	Deposit-Have Trunk will Travel-4/19/12	12/16/2011	76355	200.00
					<u>2,909.00</u>
Daycare Accounts:					
207-70-4208-0000	70 A & B Bus Company	Bus Transportation-11/1/11-11/30/11	12/16/2011	0	3,154.50
101-70-4376-0000	70 U.S. Bank	TARGET-Supplies	12/08/2011	76282	260.59
101-70-4376-0000	70 U.S. Bank	IKEA-Supplies	12/08/2011	76282	166.94
101-70-4376-0000	70 HSBC Business Solutions	Supplies	12/16/2011	76341	165.30
101-70-4376-0000	70 U.S. Bank	TRADER JOE'S-Food Supplies	12/08/2011	76282	116.61
101-70-4376-0000	70 U.S. Bank	TONY'S PIZZA-Pizzas	12/08/2011	76282	102.98
101-70-4376-0000	70 U.S. Bank	TRADER JOE'S-Food Supplies	12/08/2011	76282	80.21
101-70-4376-0000	70 U.S. Bank	CONTAINER STORE-Supplies	12/08/2011	76282	79.32
101-70-4376-0000	70 U.S. Bank	TRADER JOE'S-Food Supplies	12/08/2011	76282	64.65
101-70-4376-0000	70 U.S. Bank	VONS-Supplies	12/08/2011	76282	61.46
101-70-4376-0000	70 U.S. Bank	VROMAN'S BOOKSTORE-Books	12/08/2011	76282	49.81
101-70-4376-0000	70 Remington Water	Drinking Water-December	12/16/2011	76365	30.00
101-70-4376-0000	70 U.S. Bank	BLOCKBUSTER.COM-Movies	12/08/2011	76282	21.74
101-70-4376-0000	70 U.S. Bank	PAVILIONS-Supplies	12/08/2011	76282	19.53
101-70-4376-0000	70 U.S. Bank	TRADER JOE'S-Food Supplies	12/08/2011	76282	18.60
101-70-4376-0000	70 HSBC Business Solutions	Supplies	12/16/2011	76341	13.99
101-70-4376-0000	70 U.S. Bank	VINCES DELI-Day Care Meeting	12/08/2011	76282	13.55
					<u>4,419.78</u>
Preschool Accounts:					
101-74-4376-0000	74 U.S. Bank	ORIENTAL TRADING-Supplies	12/08/2011	76282	92.73
101-74-4376-0000	74 HSBC Business Solutions	Supplies	12/16/2011	76341	84.34
101-74-4376-0000	74 HSBC Business Solutions	Supplies	12/16/2011	76341	72.53
101-74-4376-0000	74 U.S. Bank	THEMATIC ATTIC-Supplies	12/08/2011	76282	53.70
101-74-4376-0000	74 Office Depot	Index	12/02/2011	76251	48.29
101-74-4376-0000	74 U.S. Bank	STARBUCKS-Coffee	12/08/2011	76282	40.00
101-74-4376-0000	74 U.S. Bank	TARGET-Supplies	12/08/2011	76282	39.20
101-74-4376-0000	74 U.S. Bank	RALPHS-Supplies	12/08/2011	76282	30.83
101-74-4376-0000	74 U.S. Bank	BARNES & NOBLE-Books	12/08/2011	76282	14.10
101-74-4376-0000	74 U.S. Bank	RALPHS-Supplies	12/08/2011	76282	9.09
101-74-4376-0000	74 U.S. Bank	BARNES & NOBLE-Books	12/08/2011	76282	8.46
101-74-4376-0000	74 U.S. Bank	BLAKE'S COVINA-Supplies	12/08/2011	76282	7.54
					<u>500.81</u>
Kindercare Accounts:					
207-80-4208-0000	80 A & B Bus Company	Bus Transportation-11/1/11-11/30/11	12/16/2011	0	3,154.50
101-80-4376-0000	80 U.S. Bank	TRADER JOE'S-Food Supplies	12/08/2011	76282	116.61
101-80-4376-0000	80 U.S. Bank	TRADER JOE'S-Food Supplies	12/08/2011	76282	80.22
101-80-4376-0000	80 U.S. Bank	VROMAN'S BOOKSTORE-Books	12/08/2011	76282	49.84
101-80-4376-0000	80 HSBC Business Solutions	Supplies	12/16/2011	76341	39.39
101-80-4376-0000	80 U.S. Bank	VROMAN'S BOOKSTORE-Books	12/08/2011	76282	36.96
101-80-4376-0000	80 U.S. Bank	ORIENTAL TRADING-Supplies	12/08/2011	76282	15.43
101-80-4376-0000	80 HSBC Business Solutions	Supplies	12/16/2011	76341	13.99
101-80-4376-0000	80 Office Depot	Paper	12/02/2011	76251	13.18
					<u>3,520.12</u>
San Marino Center Accounts:					
105-82-4500-1980	82 Southern California Edison	Electric Service	12/02/2011	76262	657.91
105-82-4206-0000	82 M & G Maintenance Company	Janitorial Services-November	12/16/2011	0	523.93
105-82-4500-1980	82 Utility Cost Management LLC	Utility Audit Fee-6/20-9/19	12/02/2011	76280	474.65
105-82-4500-9460	82 California American Water	Water Service	12/02/2011	76225	378.98
105-82-4500-4950	82 The Gas Company	Gas Service	12/02/2011	76272	156.03
105-82-4206-0000	82 SDS Security Design Systems	Monthly Service-Jan	12/16/2011	76372	84.00
105-82-4500-9025	82 AT&T	Phone Service	12/02/2011	76220	75.63
105-82-4206-0000	82 SDS Security Design Systems	Monthly Service-Jan	12/16/2011	76372	30.00
105-82-4376-0000	82 Remington Water	Drinking Water-December	12/16/2011	76365	30.00
105-82-4206-0000	82 U.S. Bank	RALPHS-Supplies	12/08/2011	76282	7.59
					<u>2,418.72</u>
Thunher House Accounts:					
206-84-4206-0000	84 M & G Maintenance Company	Janitorial Services-November	12/16/2011	0	366.75

Account	Vendor	Description	GL Date	Check No	Amount
206-84-4206-0000	84 SDS Security Design Systems	Monthly Service-Jan	12/16/2011	76372	42.00
206-84-4500-4950	84 The Gas Company	Gas Service	12/02/2011	76272	26.62
206-84-4500-9025	84 AT&T	Phone Service	12/16/2011	76316	15.30
					<u>450.67</u>

Library Administration Accounts:

101-90-4206-0000	90 M & G Maintenance Company	Janitorial Services-November	12/16/2011	0	1,990.92
101-90-4206-0000	90 Western Allied Corporation	HVAC Repairs	12/16/2011	76392	699.00
281-90-4399-1120	90 U.S. Bank	TEAK WAREHOUSE-Patio Table Donation	12/08/2011	76282	580.72
101-90-4500-4950	90 The Gas Company	Gas Service	12/02/2011	76272	536.39
101-90-4316-0000	90 San Marino Security Systems	Fire/Theft Alarm-Jan-Mar	12/16/2011	76371	501.00
101-90-4376-0000	90 Office Depot	Printer	12/16/2011	76359	223.22
101-90-4500-9025	90 AT&T	Phone Service	12/02/2011	76220	198.64
101-90-4500-1980	90 Southern California Edison	Electric Service	12/02/2011	76262	139.79
101-90-4376-0000	90 Office Depot	Toner	12/02/2011	76251	108.82
101-90-4316-0000	90 CBE Office Solutions	Copier Overage Fee-10/20/11-11/19/11	12/02/2011	0	103.98
101-90-4376-0000	90 Office Depot	Toner	12/16/2011	76359	80.57
101-90-4376-0000	90 U.S. Bank	AMAZON MARKETPLACE-Passport Film	12/08/2011	76282	60.52
101-90-4376-0000	90 U.S. Bank	SHUTTERSTOCK.COM-Photo Service	12/08/2011	76282	49.00
101-90-4376-0000	90 U.S. Bank	THE HOME DEPOT-Grout,Sponge,Trowel	12/08/2011	76282	43.19
101-90-4316-0000	90 CBE Office Solutions	Copier Maintenance Fee-11/20/11-12/19/11	12/02/2011	0	34.80
101-90-4376-0000	90 U.S. Bank	TARGET-Sanitizer	12/08/2011	76282	25.92
101-90-4412-0000	90 U.S. Bank	USPS-Passport Postage	12/08/2011	76282	18.30
101-90-4412-0000	90 U.S. Bank	USPS-Passport Postage	12/08/2011	76282	18.30
101-90-4412-0000	90 U.S. Bank	USPS-Passport Postage	12/08/2011	76282	18.30
101-90-4412-0000	90 U.S. Bank	USPS-Passport Postage	12/08/2011	76282	18.30
101-90-4376-0000	90 U.S. Bank	THE HOME DEPOT-Cement	12/08/2011	76282	17.38
101-90-4412-0000	90 U.S. Bank	USPS-Passport Postage	12/08/2011	76282	5.80
101-90-4376-0000	90 U.S. Bank	SHUTTERSTOCK.COM-Credit	12/08/2011	76282	-49.00
					<u>5,423.86</u>

Adult Services Accounts:

101-91-4370-0335	91 Ingram Library Services	Books	12/16/2011	0	1,443.38
101-91-4370-0335	91 Ingram Library Services	Books	12/02/2011	0	251.85
281-91-4370-0000	91 Ingram Library Services	Books	12/16/2011	0	240.58
101-91-4370-0335	91 Ingram Library Services	Books	12/02/2011	0	225.93
101-91-4370-0335	91 U.S. Bank	SING TAO NEWSPAPER-Subscription	12/08/2011	76282	212.00
281-91-4376-2575	91 Office Depot	Adhesive,Cartridge,Paper Clips,Toner,Folder	12/02/2011	76251	208.88
101-91-4370-0335	91 U.S. Bank	AMAZON MARKETPLACE-Book	12/08/2011	76282	198.55
281-91-4376-2575	91 U.S. Bank	HANG MATE PRODUCTS-Displays,Programs	12/08/2011	76282	198.14
281-91-4370-2575	91 Ingram Library Services	Cd's	12/02/2011	0	152.86
281-91-4370-0000	91 Ingram Library Services	Books	12/02/2011	0	116.42
101-91-4370-8585	91 CCH Incorporated	Tax Guide	12/16/2011	76325	107.24
101-91-4370-0335	91 Ingram Library Services	Books	12/02/2011	0	93.67
101-91-4370-0335	91 Ingram Library Services	Books	12/02/2011	0	77.70
281-91-4370-2575	91 Ingram Library Services	Cd's	12/02/2011	0	67.13
281-91-4370-2575	91 Ingram Library Services	Books	12/02/2011	0	62.83
101-91-4370-0335	91 Ingram Library Services	Books	12/02/2011	0	54.65
101-91-4370-0335	91 Ingram Library Services	Books	12/16/2011	0	50.69
281-91-4370-2575	91 Ingram Library Services	Cd's	12/16/2011	0	49.82
101-91-4370-0335	91 U.S. Bank	AMAZON MARKETPLACE-Books	12/08/2011	76282	44.63
101-91-4370-0335	91 U.S. Bank	SHOP.TCM.COM-Book	12/08/2011	76282	43.83
101-91-4370-0335	91 Ingram Library Services	Books	12/02/2011	0	43.51
101-91-4370-0335	91 Ingram Library Services	Books	12/02/2011	0	40.35
101-91-4370-0335	91 Ingram Library Services	Books	12/02/2011	0	36.65
101-91-4370-0335	91 U.S. Bank	AMAZON MARKETPLACE-Books	12/08/2011	76282	27.31
101-91-4370-8585	91 Nolo	Book	12/16/2011	0	25.46
101-91-4370-0335	91 Ingram Library Services	Books	12/02/2011	0	24.39
101-91-4370-0335	91 Ingram Library Services	Books	12/02/2011	0	24.36
101-91-4370-0335	91 Ingram Library Services	Books	12/16/2011	0	24.17
101-91-4370-0335	91 Ingram Library Services	Books	12/02/2011	0	23.12
281-91-4376-2575	91 San Marino School District	Curriculum Lab Equipment	12/02/2011	76265	22.50
281-91-4370-0000	91 Ingram Library Services	Books	12/02/2011	0	20.09
101-91-3344-3963	91 Hsiao-Fong Lu	Refund-Book	12/02/2011	76206	20.00
281-91-4370-0000	91 Ingram Library Services	Books	12/02/2011	0	19.33
101-91-4370-0335	91 U.S. Bank	AMAZON MARKETPLACE-Books	12/08/2011	76282	18.98
101-91-4370-0335	91 U.S. Bank	AMAZON MARKETPLACE-Books	12/08/2011	76282	18.61
101-91-4370-0335	91 Ingram Library Services	Books	12/16/2011	0	17.59
101-91-4370-0335	91 Ingram Library Services	Books	12/02/2011	0	16.78
281-91-4376-2575	91 Office Depot	Labels	12/02/2011	76251	15.40
101-91-4370-0335	91 U.S. Bank	AMAZON MARKETPLACE-Credit	12/08/2011	76282	-3.99
101-91-4370-0335	91 U.S. Bank	AMAZON MARKETPLACE-Credit	12/08/2011	76282	-27.31

Account	Vendor	Description	GL Date	Check No	Amount
					<u>4,308.08</u>
Childrens' Services Accounts:					
281-92-4370-2575	92 Ingram Library Services	Books	12/02/2011	0	583.41
101-92-4370-0000	92 Ingram Library Services	Books	12/02/2011	0	295.88
281-92-4150-2575	92 Dream Shapers	Craig Newton Holiday Show-12/17/11	12/02/2011	76231	250.00
281-92-4370-2575	92 Ingram Library Services	Books	12/02/2011	0	133.39
281-92-4370-2575	92 Ingram Library Services	Books	12/02/2011	0	110.49
281-92-4150-0000	92 Terry A Forrest	Kids in the Kitchen-8/9/11,8/11/11	12/16/2011	76333	100.00
281-92-4376-2575	92 U.S. Bank	TARGET.COM-Board Book Bins	12/08/2011	76282	44.86
281-92-4370-2575	92 Ingram Library Services	Books	12/02/2011	0	33.00
281-92-4370-2575	92 U.S. Bank	AMAZON MARKETPLACE-Books	12/08/2011	76282	31.94
101-92-4370-0000	92 Ingram Library Services	Books	12/16/2011	0	31.41
101-92-4370-0000	92 Ingram Library Services	Books	12/16/2011	0	14.30
281-92-4370-2575	92 Ingram Library Services	Discount Claimed in Error	12/16/2011	0	11.27
281-92-4370-2575	92 Ingram Library Services	Discount Claimed in Error	12/16/2011	0	1.62
					<u>1,641.57</u>
Old Mill Accounts:					
101-95-4500-1980	95 Southern California Edison	Electric Service	12/16/2011	76374	356.39
101-95-4500-9460	95 California American Water	Water Service	12/23/2011	76402	88.06
101-95-4150-0000	95 SDS Security Design Systems	Monthly Service-Jan	12/16/2011	76372	46.00
101-95-4500-4950	95 The Gas Company	Gas Service	12/02/2011	76272	37.38
101-95-4500-9025	95 AT&T	Phone Service	12/02/2011	76220	28.09
101-95-4500-9025	95 AT&T	Phone Service	12/23/2011	76401	28.05
					<u>583.97</u>
					<u>846,840.84</u>

City of San Marino AGENDA REPORT



*Allan Yung, MD
Mayor*

*Richard Sun, DDS
Vice Mayor*

*Dennis Kneier
Council Member*

*Eugene Sun
Council Member*

*Richard Ward
Council Member*

TO: MAYOR AND CITY COUNCIL

FROM: MATT BALLANTYNE, CITY MANAGER

BY: LISA BAILEY, FINANCE DIRECTOR

DATE: JANUARY 11, 2012

SUBJECT: **TREASURER'S REPORT FOR THE MONTH OF
DECEMBER, 2011**

BACKGROUND

The California Government Code requires that the Treasurer render a report to the City Council within 30 days of the end of each quarter which lists the City's investments and moneys held by the City. The report must state compliance with the City's Investment Policy or the manner in which it is not in compliance. It must also state the ability of the City to meet its expenditure requirements for the next six months, or provide an explanation of why sufficient funds will or may not be available.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends the Council accept and file the Treasurer's Report for the period ending December 31, 2011. If Council concurs, the appropriate action would be:

"A motion to accept and file the Treasurer's Report for the period ending December 31, 2011."

Attachments: Treasurer's Report and PMIA Market Valuation

**City of San Marino
December, 2011**

Deposit/Investment Type	Bank/Issuer	Book Value	Market Value**	Yield
Cash on Hand*				
Petty Cash & Cash Drawer	City Hall	400.00	400.00	
Petty Cash	Fire Department	300.00	300.00	
Petty Cash & Cash Drawer	Recreation Department	1,577.23	1,577.23	
Petty Cash & Cash Drawer	Library	300.00	300.00	
Petty Cash & Cash Drawer	Public Works	550.00	550.00	
Petty Cash	Police Department	400.00	400.00	
		3,527.23	3,527.23	
Cash in Bank				
Main Account	Citizens' Business Bank	234,825.12	234,825.12	
Payroll Account	Citizens' Business Bank	3,186.48	3,186.48	
Workers' Compensation Account	Citizens' Business Bank	2,599.80	2,599.80	
		240,611.40	240,611.40	
Investments				
Pooled Funds	State of California Local Agency Investment Fund (LAIF)	15,988,605.31	16,018,145.73	0.401% ***
	Total Cash & Investments	16,232,743.94	16,262,284.36	

*Book Value of Cash on Hand includes receipts to be reimbursed.


**The LAIF Market Value is provided quarterly. At 09/30/2011 the valuation factor was 1.001847592
See attached Market Valuation Report for a description of funds invested in the State LAIF.

*** LAIF yield is from prior month.

I hereby certify that this report is in compliance with the City's Investment Policy as adopted by the City Council on March 10, 2010, and that the City has the ability to meet its expenditure requirements for the next six months.



Lisa Bailey, Finance Director

 1/3/2012

Marina Wang, Treasurer

**State of California
Pooled Money Investment Account
Market Valuation
9/30/2011**

Description	Carrying Cost Plus		Fair Value	Accrued Interest
	Accrued Interest	Purch. Amortized Cost		
United States Treasury:				
Bills	\$ 22,800,252,375.07	\$ 22,827,667,444.55	\$ 22,842,245,500.00	NA
Notes	\$ 11,849,418,843.39	\$ 11,848,596,177.11	\$ 11,919,996,500.00	\$ 23,544,525.00
Federal Agency:				
SBA	\$ 531,261,033.00	\$ 531,261,033.00	\$ 530,762,331.31	\$ 565,112.89
MBS-REMICs	\$ 430,068,338.80	\$ 430,068,338.80	\$ 467,663,708.91	\$ 2,040,680.67
Debentures	\$ 1,376,078,433.27	\$ 1,376,071,322.15	\$ 1,376,591,250.00	\$ 3,536,315.25
Debentures FR	\$ -	\$ -	\$ -	\$ -
Discount Notes	\$ 4,341,750,166.58	\$ 4,344,729,583.36	\$ 4,348,491,500.00	NA
GNMA	\$ 35,793.20	\$ 35,793.20	\$ 36,569.96	\$ 352.44
IBRD Deb FR	\$ 300,000,000.00	\$ 300,000,000.00	\$ 300,402,000.00	\$ 270,866.67
CDs and YCDs FR	\$ 600,000,000.00	\$ 600,000,000.00	\$ 600,000,000.00	\$ 285,269.11
Bank Notes	\$ -	\$ -	\$ -	\$ -
CDs and YCDs	\$ 6,360,015,094.92	\$ 6,360,015,094.92	\$ 6,354,916,983.41	\$ 1,849,916.67
Commercial Paper	\$ 4,097,472,486.09	\$ 4,099,395,437.44	\$ 4,099,089,138.89	NA
Corporate:				
Bonds FR	\$ -	\$ -	\$ -	\$ -
Bonds	\$ -	\$ -	\$ -	\$ -
Repurchase Agreements	\$ -	\$ -	\$ -	\$ -
Reverse Repurchase	\$ -	\$ -	\$ -	\$ -
Time Deposits	\$ 4,089,140,000.00	\$ 4,089,140,000.00	\$ 4,089,140,000.00	NA
AB 55 & GF Loans	\$ 9,417,191,533.16	\$ 9,417,191,533.16	\$ 9,417,191,533.16	NA
TOTAL	\$ 66,192,684,097.48	\$ 66,224,171,757.69	\$ 66,346,527,015.64	\$ 32,093,038.70

Fair Value Including Accrued Interest \$ 66,378,620,054.34

Repurchase Agreements, Time Deposits, AB 55 & General Fund loans, and Reverse Repurchase agreements are carried at portfolio book value (carrying cost).

The value of each participating dollar equals the fair value divided by the amortized cost(1.001847592). As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at \$20,036,951.84 or \$20,000,000.00 x 1.001847592.

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

*Allan Yung, M.D.
Mayor*

FROM: MATT BALLANTYNE, CITY MANAGER

*Richard Sun, DDS
Vice Mayor*

BY: VERONICA RUIZ, CITY CLERK

*Dennis Kneier
Council Member*

DATE: JANUARY 11, 2012

*Eugene Sun
Council Member*

SUBJECT: **APPROVAL OF MINUTES**

*Richard Ward
Council Member*

BACKGROUND

Attached for Council consideration are the following Minutes:

- Special Meeting of December 6, 2011
- Regular Meeting of December 14, 2011

FISCAL IMPACT

No fiscal impact.

RECOMMENDATION

Staff recommends the City Council Approve the Minutes as presented. If Council concurs, the appropriate action would be:

“A motion to approve the Minutes of the Special Meeting of December 6, 2011 and the Regular Meeting of December 14, 2011.”

Attachments: Minutes of December 6, 2011 Special Meeting
Minutes of December 14, 2011 Regular Meeting

**MINUTES
SPECIAL MEETING
OF THE SAN MARINO CITY COUNCIL
DECEMBER 6, 2011 – 8:00 A.M.**

The San Marino City Council met in a Special Called Meeting on Tuesday, December 6, 2011 at 8:00 a.m. at the Emergency Operations Center, 2200 Huntington Drive, San Marino California.

CALL TO ORDER Mayor Yung called the meeting to order at 8:00 a.m.

ROLL CALL **PRESENT:** Councilman Kneier, Vice Mayor Richard Sun, and Mayor Yung

Councilman Ward arrived at 8:01 a.m.

Councilman Eugene Sun arrived at 8:06 a.m.

ABSENT: None

OFFICIALS PRESENT: City Manager Ballantyne, Assistant City Manager Collins, City Attorney Dorsey, Planning & Building Director Saldaña, Police Chief Schaefer, Police Captain Harrigan, Fire Division Chief Frawley, Finance Director Bailey, and City Clerk Ruiz

OPEN SESSION

1. CONSIDERATION RATIFICATION OF RESOLUTION NO. R-11-33, DECLARING A LOCAL STATE OF EMERGENCY DUE TO THE RECENT WIND STORM

City Manager Ballantyne provided a brief summary of the resolution declaring a local state of emergency due to the wind storm that began on November 30, 2011. The resolution was signed by the City Manager on December 1st, and now it is before the City Council for adoption and ratification. Adopting the resolution grants the City Manager additional authority to preserve life and property. City Manager Ballantyne stated that the immediate goals have been to clear the roads and minimize hazards, restore power and begin recovery and clean-up.

City Manager Ballantyne updated Council on items that have been addressed which include:

- authorized overnight parking to residents
- authorized contractors to work past regular business hours
- authorized residents to remove trees without a permit provided they submit a photo of the fallen tree
- authorized overtime for City personnel to respond to emergency
- authorized acquisition of equipment such as light towers and tractor rental
- authorized extension of contract work for tree services, median maintenance and trash hauling services
- closed Library (which will remain closed until power is restored)
- closed Stoneman School (re-opened on 12/5/11)
- closed Lacy Park
- placed light towers at major intersections
- communicated with major institutions such as the Huntington Library and San Marino School District
- communicated with utility companies
- provided meals to those residents who were in need
- coordinated with Athens Services for green waste collection

In addition, staff has issued several public service announcements through the City's CAMS system and posted updates on the City website.

City Manager Ballantyne reported that, as of 12/2/11, the City had received more than 400 calls, 305 of which were related to fallen trees or heavy branches. There were 69 blocked roads that have been cleared, 14 homes or accessory structures were damaged, 2 main residences have been red-tagged, 3 vehicles were damaged, 48 reported wires down, 2 damaged traffic signals, 49 damaged street lights, 14 damaged street signs, and 2 damaged water lines.

City Manager Ballantyne stated that if Council adopts the proposed resolution, it will be effective for thirty (30) days.

Council inquired if the State had declared a State of Emergency.

City Manager Ballantyne responded that the State had not done so, and that a copy of this resolution has been forwarded to both Assemblymember Mike Eng and Congressional Representative David Dreier. The County has already declared a State of Emergency.

Thereafter Council discussed the damages the City sustained and commended the staff and community for their response.

Council requested that City staff be recognized at the Employee Recognition Luncheon on December 14th.

City Manager Ballantyne agreed that the community has come together during this crises, and that staff will be organizing a community clean-up in Lacy Park.

Hilary Dorsey commented that the City demonstrated an outstanding team effort in responding to the damages and addressing safety issues.

Mayor Yung requested that another resolution with updated information be brought back to Council at the December 14, 2011 Regular City Council Meeting.

Councilman Kneier moved to adopt and ratify Resolution No. R-11-33; seconded by Councilman Ward. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Dennis Kneier, Councilman Eugene Sun, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Yung. NOES: None.

Thereafter followed a slideshow of photos taken of some of the damages within the City. These photos have been posted on the City website.

PUBLIC COMMENTS

There were no public comments at this time.

ADJOURNMENT

The San Marino City Council adjourned at 8:41 a.m. to the next **REGULAR** meeting to be held on **WEDNESDAY, DECEMBER 14, 2011, at 6:00 P.M.** in the City Hall Council Chamber, 2200 Huntington Drive, San Marino, California.

VERONICA RUIZ
CITY CLERK

**MINUTES
REGULAR MEETING
OF THE SAN MARINO CITY COUNCIL
DECEMBER 14, 2011 - 6:00 P.M.**

The San Marino City Council met in a Regular Meeting on Wednesday, December 14, 2011 at 6:00 p.m. in the City Council Chamber of City Hall, 2200 Huntington Drive, San Marino California.

CALL TO ORDER Mayor Yung called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL **PRESENT:** Councilman Kneier, Councilman Eugene Sun, Councilman Ward, Vice Mayor Richard Sun, and Mayor Yung

ABSENT: None

OFFICIALS PRESENT: City Manager Ballantyne, Assistant City Manager Collins, City Attorney Dorsey, Planning & Building Director Saldaña, Police Chief Schaefer, Police Captain Harrigan, Fire Division Chief Frawley, Finance Director Bailey, Community Services Director Garcia, City Librarian Dallavalle, City Treasurer Wang, and City Clerk Ruiz

POSTING OF AGENDA

Mayor Yung announced that the Agenda had been posted in advance as required by law.

ADDRESSING THE CITY COUNCIL

Mayor Yung instructed the public on addressing the City Council.

MOTION TO WAIVE FURTHER READINGS

Mayor Yung called for a motion to waive further readings. Vice Mayor Richard Sun moved to waive the reading of the entire text of ordinances and resolutions; second by Councilman Ward. There being no objections, the motion carried and it was so ordered by Mayor Yung.

PRESENTATIONS

1. RECOGNITION OF OUTGOING SCHOOL BOARD MEMBER KAREN PRESTON

Council thanked Karen Preston for her service to the community and for her contribution to the School Board.

Mayor Yung presented a City tile to Mrs. Preston.

2. RECOGNITION OF COMMITTEE OF SAN MARINO RESIDENTS FOR MEASURE S

Mayor Yung presented the certificates of recognition to committee members: David T. Swarts, Steven W. Huang, Hon Wendell Mortimer, Andrew Yip, Thomas S. Santley, Wayne Carter, Richard Pearson, Chun-Yen H. Chun, Frank Chen, Brent C. Chang, Doris Christensen, Gregory Forgatch, Robert Kral, James Hawk and Rosemary Simmons.

Councilman Kneier stated for the record that he attended several of the committee meetings, and the committee members were all present for the meetings and were dedicated to the work associated with the passage of the public safety tax.

3. RECOGNITION OF LIBRARY FOUNDATION FOR THEIR DELICIOUS DESTINATIONS FUNDRAISING EVENT

Bob Sievers of the Library Foundation thanked the City Council and staff for their continued support of the Library. He reported that 307 people attended the Delicious Destinations fundraising event, and that \$88,500 in revenue had been generated to date, with \$31,300 in expenses. The funds will be applied to the Library Foundation's endowment fund.

Mayor Yung presented the proclamation to Mr. Sievers.

ELECTION

4. CONSIDERATION OF RESOLUTION NO. R-11-34 CERTIFYING THE NOVEMBER 8, 2011 ELECTION RESULTS

Recommendation: "A motion to accept the official canvass of the General Municipal Election held on November 8, 2011, and adopt Resolution No. R-11-34 declaring the results."

City Clerk Ruiz gave a brief report on the results of the November 8, 2011 General Municipal Election, which have been certified by the Registrar Recorder/County Clerk of Los Angeles. The results of the election indicate that the top two candidates for City Council having received the most votes are Dennis Kneier and Eugene Sun. In addition, the final results of votes cast reflect 73.37% approval for Measure S (public safety tax) and 75.95% approval for Measure P (term limits).

Councilman Dennis Kneier moved to accept the official canvass of the General Municipal Election held on November 8, 2011, and adopt Resolution No. R-11-34 declaring the results; second by Councilman Eugene Sun. The motion carried unanimously by the following vote: AYES: Councilman Dennis Kneier, Councilman Eugene Sun, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Yung. NOES: None.

5. OATHS OF OFFICE TO BE ADMINISTERED TO NEWLY RE-ELECTED MEMBERS OF THE CITY COUNCIL

Judge George H. King administered the oaths of office to newly re-elected Councilmembers Dennis Kneier and Eugene Sun.

APPOINTMENTS

6. CONSIDERATION OF APPOINTMENT TO THE RECREATION COMMISSION

Recommendation: "A motion to appoint one new commissioner to serve on the Recreation Commission for a term ending June 30, 2015."

Councilman Dennis Kneier reported that there is currently one vacancy on the Recreation Commission, and that interviews had been conducted by Councilman Richard Ward and himself. He introduced the candidate, Raymond Woo, who he and Councilman Ward were recommending to Council to serve on the Recreation Commission

Raymond Woo thanked the Council for considering him to serve on the Recreation Commission.

Councilman Dennis Kneier moved to appoint Raymond Woo to serve on the Recreation Commission for a term ending January 30, 2015; second by Councilman Ward. The motion carried unanimously by the following vote: AYES: Councilman Dennis Kneier, Councilman Eugene Sun, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Yung. NOES: None.

STUDY SESSION

7. CONSIDERATION OF SCHOOL FOUNDATION REQUEST TO POST FUNDRAISING SIGNBOARD

Recommendation: Staff recommends the City Council discuss the School Foundation's request to post a fundraising signboard.

City Manager Ballantyne gave a brief summary of the request from the San Marino School Foundation to post a fundraising signboard on the City median. According to the City's policy, banners and signs are currently not permitted on the medians.

Councilman Kneier commented that although he supports the School Foundation and their fundraising needs, he does not support going against the City's established policy of not allowing signs on the medians. He recommended that the signboard be placed on school property.

After Council discussion, City Manager Ballantyne suggested that if Council grants the School Foundation's request, they require that the signboard be staked well and that they get the approval from the City Engineer in regards to proper location for sight lines.

Councilman Richard Ward moved to grant the School Foundation's request to allow a fundraising signboard in the median with the conditions that the signboard be staked well and that the City Engineer approve the location and sight lines; second by Councilman Eugene Sun. The motion carried 4-1 by the following vote: AYES: Councilman Eugene Sun, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Yung. NOES: Councilman Dennis Kneier.

8. CONSIDERATION OF CAFÉ CART SERVICE AT THE CROWELL PUBLIC LIBRARY

Recommendation: Staff recommends the City Council discuss the option of providing coffee service as presented and direct staff to pursue the development of a contract with Just Brewed, for café service at the Crowell Public Library.

Community Services Director Garcia gave a report on the proposal to bring a coffee cart service to the Library. She stated that it would take 6 to 8 months to manufacture the kiosk for the library, but that there is a possible opportunity to use an existing kiosk which would move up the timeline.

Councilman Ward inquired about the coffee kiosk operating seven days a week if the Library were to reopen on Fridays.

Community Services Director Garcia responded that the coffee service operating days could be expanded if the Library were to reopen on Fridays.

Councilman Kneier asked if the agreement would include insurance requirements to be met by the vendor.

Director Garcia responded that the insurance requirements would be included in the agreement.

Councilman Dennis Kneier moved to direct staff to pursue the development of a contract with Just Brewed for café service at the Crowell Public Library; second by Vice Mayor Sun. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Dennis Kneier, Councilman Eugene Sun, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Yung. NOES: None.

9. DISCUSSION REGARDING CITY INVESTMENTS

Recommendation: “A motion to direct staff to update the City’s Investment Policy to include mortgage backed securities issued by the Government National Mortgage Association (GNMA), the Federal Farm Credit System (FFCB), the Federal Home Loan Bank Board (FHLB), the Federal National Mortgage Association (FNMA), and the Federal Home Loan Mortgage Corporation (FHLMC), and direct staff to pursue relationships with Wells Fargo Securities and Citizen’s Trust.”

Finance Director Bailey gave a report on the possibility of diversifying the City’s investments to increase yield. Staff contacted investment brokers who provided proposals recommending the City invest in mortgage backed securities. If Council wishes to proceed, the City’s investment policy would need to be amended to include these types of investments.

Councilman Kneier stated that the proposals indicate that there would be an advantage to diversifying, but that the first step would be to amend the City’s investment policy.

Council and staff discussion followed regarding the risks versus rewards of diversifying the City’s investments.

Resident Gene Ruckh commented that changing the City’s investments will limit the City’s liquidity.

Resident Nabil Sejaan commented that the City should pay off its debt first in order to save on interest costs.

Councilman Dennis Kneier moved to direct staff to update the City’s Investment Policy to include mortgage backed securities issued by the Government National Mortgage Association (GNMA), the Federal Farm Credit System (FFCB), the Federal Home Loan

Bank Board (FHLB), the Federal National Mortgage Association (FNMA), and the Federal Home Loan Mortgage Corporation (FHLMC), and direct staff to pursue relationships with Wells Fargo Securities and Citizen's Trust; second by Councilman Ward. The motion carried unanimously by the following vote: AYES: Councilman Dennis Kneier, Councilman Eugene Sun, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Yung. NOES: None.

10. DISCUSSION REGARDING PENSION

Recommendation: Staff recommends the City Council discuss the pension reform options.

City Manager Ballantyne gave an overview of the items related to pension reform and included in the report for Council discussion.

Councilman Kneier inquired whether the move from single highest year to three year average would apply for current employees as well as new employees.

City Manager Ballantyne responded that staff checked with PERS and found out it would be limited to new employees only.

Councilman Kneier distributed a discussion draft proposal for retirement benefits for new employees.

City Manager Ballantyne stated that in order for some of the proposed plan changes to occur there needs to be legislative change. Secondly, there is a meet and confer process with the various bargaining units that needs to occur to negotiate any plan changes.

Councilman Ward inquired why negotiation must occur with existing employee associations concerning benefits for future employees.

City Attorney Dorsey stated that future employees fall under these associations by law.

Resident Gene Ruckh commented that Council should consider a hybrid plan for existing employees. Mr. Ruckh distributed to Council some articles regarding pension reform.

Resident Nabil Sejaan commented that PERS has not been financially responsible, and that safety and non-safety personnel should be charged equally.

It was the consensus of Council to continue to study pension reform and invite a pension advisor to attend a future meeting.

CONSENT CALENDAR

Mayor Yung invited members of the public to speak at this time on any items on the Consent Calendar.

Resident Nabil Sejaan commented that Item 15 is not a routine item and asked that it be pulled from the consent calendar.

Mayor Yung asked Council to indicate if there were any Consent Calendar items to be pulled for discussion. Items 15 and 16 were pulled for discussion.

Councilman Kneier moved to adopt the Consent Calendar consisting of Items 11, 12, 13, 14, 17, 18, and 19; second by Councilman Eugene Sun. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Dennis Kneier, Councilman Eugene Sun, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Yung. NOES: None.

11. CONSIDERATION OF NOVEMBER 2011 DISBURSEMENT REPORT

Recommendation: “A motion to ratify and file the Disbursement Report for the period ending November 30, 2011.”

12. CONSIDERATION OF NOVEMBER 2011 TREASURER’S REPORT

Recommendation: “A motion to accept and file the Treasurer’s Report for the period ending November 30, 2011.”

13. CONSIDERATION OF APPROVAL OF MINUTES

Recommendation: “A motion to approve the Minutes of the Regular Meeting of November 9, 2011 and the Adjourned Regular Meeting of November 14, 2011.”

14. CONSIDERATION OF ORDINANCE TO ADDRESS TARGETED RESIDENTIAL PICKETING (SECOND READING)

Recommendation: “A motion to adopt Ordinance No. O-11-1261.”

17. CONSIDERATION OF RESOLUTION NO. R-11-36 AMENDING THE MANAGEMENT SALARY BENEFIT SCHEDULE FOR THE POLICE AND FIRE CHIEF POSITIONS

Recommendation: “A motion to adopt Resolution No. R-11-36.”

18. CONSIDERATION OF RESOLUTION NO. R-11-35 EXTENDING THE DECLARATION OF A LOCAL STATE OF EMERGENCY

Recommendation: “A motion to adopt Resolution No. R-11-35.”

19. CONSIDERATION OF AUTHORIZATION FOR THE REMOVAL OF EUCALYPTUS TREE IN LACY PARK AND APPROPRIATION OF FUNDS FOR REMOVAL

Recommendation: “A motion to authorize the removal of the Eucalyptus tree located in Lacy Park and Appropriate \$4,000 to 101-50-4150-0000 to remove the tree.”

CONSENT CALENDAR ITEMS PULLED FOR DISCUSSION

15. CONSIDERATION OF POST EMPLOYMENT MEDICAL BENEFIT ACTUARIAL STUDY

Recommendation: “A motion to appropriate \$5,000 to account 101-07-4150-0000 to update the City’s post-employment medical benefit actuarial study.”

Finance Director Bailey gave a brief report on the post-employment medical actuarial study and that, in order to remain in compliance with GASB 45, the City is required to update this study every three years.

Councilman Eugene Sun moved to appropriate \$5,000 to account 101-07-4150-0000 to update the City’s post-employment medical benefit actuarial study; second by Councilman Kneier. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Dennis Kneier, Councilman Eugene Sun, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Yung. NOES: None.

16. CONSIDERATION OF AN ASSISTANCE TO FIRE FIGHTERS GRANT FOR FIRE DEPARTMENT PARAMEDIC DEFIBRILLATORS

Recommendation: “A motion to (1) authorize the City Manager to execute an agreement with the City of Glendale for the Assistance to Firefighters Grant Program to purchase defibrillators; (2) authorize the Fire Department to dispose of surplus defibrillators to Progressive Medical International; and (3) appropriate \$25,613.79 to Account No. 591-34-4613 (Expense) and \$14,000 to 103-34-3701 (Revenue).”

Mayor Yung inquired if the defibrillators were the same type as the ones bought a few years ago with donations from the Chinese Club.

Fire Division Chief Frawley responded that this was a different type of defibrillator, which would be used for paramedic advanced life support.

Mayor Yung asked what the life span was for this type of defibrillator.

Fire Division Chief Frawley responded that the life span is 5 to 7 years, and the current defibrillators are 5 years old.

Councilman Dennis Kneier moved to (1) authorize the City Manager to execute an agreement with the City of Glendale for the Assistance to Firefighters Grant Program to purchase defibrillators; (2) authorize the Fire Department to dispose of surplus defibrillators to Progressive Medical International; and (3) appropriate \$25,613.79 to Account No. 591-34-4613 (Expense) and \$14,000 to 103-34-3701 (Revenue); second by Councilman Ward. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Dennis Kneier, Councilman Eugene Sun, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Yung. NOES: None.

NEW BUSINESS

20. NORTHWEST AREA TRAFFIC CALMING PLAN APPROVAL OF INITIAL MEASURES

Recommendation: “A motion to approve the Traffic Advisory Commission’s recommendation.”

Assistant City Manager gave a history of process and summary of the objectives of the Northwest Area Traffic Calming Plan and introduced the City’s Traffic Engineer Erik Zandvliet who gave a presentation of the plan and the proposed traffic calming measures.

Mr. Zandvliet explained that both neighborhoods and individual streets were given equal access to the neighborhood traffic calming process. There was ample opportunity for public input through neighborhood workshops and resident surveys. Measures that are not working can be removed, and those that are improving conditions can be made permanent. More advanced measures may be considered after analyzing the effectiveness of the initial measures.

Mr. Zandvliet then gave a detailed description of the proposed traffic calming measures for each of the four streets identified in the plan: El Molino Avenue, Garfield Avenue, Los Robles Avenue, and Oak Knoll Avenue. He explained that, if Council moves forward with the plan, it would consist of progressive implementation of the initial measures on a trial basis. The initial measures would then be evaluated for effectiveness and neighborhood sensitivity.

Mayor Yung commended staff for conducting a thorough study.

Resident Nabil Sejaan commented on increasing the number of hours when flashing red signals operate on Los Robles Avenue at Monterey and Wilson.

Resident Judy O’Keefe commented that the proposed regular enforcement of speeding and stop sign violations along Los Robles Avenue should be at all hours, not just peak hours. She also requested the Police Department provide a report on the number of

citations issued to heavy vehicles on Los Robles. Finally, she encouraged the Council to pursue a re-design of the Huntington/Atlantic/Los Robles intersection.

Resident Stephanie Johnson commented that the proposed traffic calming measures for Oak Knoll Avenue are not fair to Los Robles. She stated that Los Robles traffic does not respect the fact that Los Robles is a residential area. She suggested working with Alhambra to better engineer the street and regulating the traffic before it gets to Huntington Drive. She also requested the City construct an entry treatment at the northern border of Marengo and Los Robles. She further commented she recognized the amount of traffic may not change, but requested measures to simply slow down traffic.

Resident Ghassan Roumani requested more enforcement of speed and truck violations.

Resident Jeff Chu commented that the Council needs to make a decision of whether they want Los Robles to be a thoroughfare or a residential area.

Resident Debrorah Kaufeldt commented that shortening the crosswalks on Oak Knoll will make a difference.

Resident Nabil Sejaan distributed an acoustical analysis that was prepared for Los Robles in 2003.

Resident Gene Ruckh commented that if the intersection of Huntington Drive and El Molino Avenue was re-opened, the traffic on surrounding streets would be reduced.

Vice Mayor Sun inquired how the traffic calming measures will be evaluated for effectiveness.

Mr. Zandvliet responded that the City has baseline volumes for traffic counts, speed and accidents. New counts will be taken after implementation and compared with the previous counts for an objective analysis.

City Attorney Dorsey stated that the motion must include the categorical exemption.

Councilman Eugene Sun moved to approve the Traffic Advisory Commission's recommendation of the initial traffic calming measures with the inclusion of the categorical exemption; second by Councilman Kneier. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Dennis Kneier, Councilman Eugene Sun, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Yung. NOES: None.

21. CONSIDERATION OF ORDINANCE O-11-1262 AMENDING CHAPTER 15, ARTICLE 12 OF THE SAN MARINO MUNICIPAL CODE PERTAINING TO VALET PARKING IN THE R-1 ZONE (FIRST READING)

Recommendation: “A motion to read by title only and introduce Ordinance No. O-11-1262.”

Police Captain Harrigan gave a brief report on the proposed ordinance which would amend the City Code to allow the Police Department to work with valet companies and issue the permits directly to these companies.

Councilman Eugene Sun moved to read by title only and introduce Ordinance No. O-11-1262; second by Councilman Ward. Following the reading of the title of the ordinance into the record by the City Clerk, the motion carried unanimously by the following vote: AYES: Councilman Dennis Kneier, Councilman Eugene Sun, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Yung. NOES: None.

WRITTEN COMMUNICATIONS

Councilman Eugene Sun reported that the Council received a written communication from Mike Johnson regarding pension reform.

COUNCIL REPORTS

There were no Council reports at this time.

CITY MANAGER’S REPORT

City Manager Ballantyne reported that Jim Frawley will be appointed to the Fire Chief position, Lucy Garcia will be appointed to the Assistant City Manager position, and Sue Cobb will be appointed to the Community Services Director position. Mr. Ballantyne also announced that a community clean-up from the wind storm will be held in Lacy Park on December 17th. Finally, the wind storm related cleanup costs to date are approximately \$300,000.

CITY COUNCIL CALENDAR

1. Future City Council Meetings

Mayor Yung stated that the next City Council meeting is on January 11, 2012.

2. Items for Future Discussion

PUBLIC WRITINGS DISTRIBUTED

There were no public writings distributed at this time.

PUBLIC COMMENTS

Ron Garcia, Southern California Edison Regional Manager, commented on Edison’s response during the power outages caused by the recent wind storm.

Councilman Kneier requested a formal debriefing from Edison and City staff on lessons learned from this event.

Councilman Ward stated for the record his concern with Edison's ability to react to a disaster. He further stated that communications from Edison were inadequate and uninformative.

CLOSED SESSION

The City Council recessed to Closed Session at 10:15 p.m. to:

22. CONFERENCE WITH LABOR NEGOTIATORS – PURSUANT TO GOVERNMENT CODE SECTION 54957.6:

Agency Negotiator: Assistant City Manager, Cindy Collins

Employee Organization: San Marino City Employees' Association
representing General Employees

23. CONFERENCE WITH LABOR NEGOTIATOR—PURSUANT TO GOVERNMENT CODE SECTION 54957.6:

Agency Negotiator: City Manager, Matthew Ballantyne.

Non-represented Employees: Management and Supervisory/Confidential.

RECONVENE TO OPEN SESSION

Council reconvened to open session at 11:25 p.m.

CLOSED SESSION REPORT

There was no reportable action.

ADJOURNMENT

The San Marino City Council adjourned at 11:35 p.m. to the next **REGULAR** meeting to be held on **WEDNESDAY, JANUARY 11, 2012, at 6:00 P.M.** in the City Hall Council Chamber, 2200 Huntington Drive, San Marino, California.

VERONICA RUIZ
CITY CLERK

City of San Marino AGENDA REPORT



*Allan Yung, MD
Mayor*

*Richard Sun, DDS
Vice Mayor*

*Dennis Kneier
Council Member*

*Eugene Sun
Council Member*

*Richard Ward
Council Member*

TO: MAYOR AND CITY COUNCIL

FROM: MATTHEW C. BALLANTYNE, CITY MANAGER

BY: TIMOTHY HARRIGAN, POLICE CAPTAIN

DATE: JANUARY 11, 2012

SUBJECT: **ORDINANCE O-11-1262 - AMENDING SECTION 15.12.01
CHAPTER 15 ARTICLE 12 OF THE SAN MARINO
MUNICIPAL CODE RELATED TO VALET PARKING
IN THE R-1 ZONE (SECOND READING)**

BACKGROUND

On December 14, 2011, the City Council approved on first reading Ordinance No. O-11-1262, amending Section 15.12.01, Chapter 15 Article 12 of the San Marino Municipal Code related to Valet Parking in the R-1 Zone. San Marino Municipal Code Section 15.12.01 regulates buses, vans or valet parking by requiring approval and issuance of a permit by the Police Department. However, the Municipal Code limits the issuance of the permit to the property owner or the lawful occupant of the property, not the business owner, operator or driver involved in the activity. The primary application of this provision is to prevent a business or operator of a valet, bus or multi-passenger limousine from operating in a residential area without the City first evaluating traffic impact and public safety concerns.

The recent discovery that Section 15.12.01 was not in conformity with the objective of the Municipal Code has created a conundrum for the City. San Marino residents are not aware of the existing language and business owners are consistently referred to the Police Department for permit issuance. Under the existing code, San Marino Officers including the Code Compliance Officer responding to violations would have no other alternative but to cite the home owner or lawful occupant. Amending the Code would allow Officers to cite the business owner, bus driver or valet.

FISCAL IMPACT

There should be no fiscal impact to the City from approving this ordinance.

RECOMMENDATION

Staff recommends City Council adopt on second reading Ordinance O-11-1262. If Council concurs, the appropriate action would be:

“A motion to adopt Ordinance No. O-11-1262”

Attachments: Ordinance O-11-1262 Related to Valet Parking in the R-1 Zone

ORDINANCE NO. O-11-1262

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN MARINO AMENDING SECTION 15.12.01 OF CHAPTER 15, ARTICLE 12, OF THE SAN MARINO MUNICIPAL CODE RELATING TO VALET PARKING IN THE R-1 USE ZONE

THE CITY COUNCIL OF THE CITY OF SAN MARINO DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Section 15.12.01 of Chapter 15, Article 12, of the San Marino Municipal Code is hereby amended to read as follows:

15.12.01: REQUIREMENT FOR PERMIT:

“No person shall operate any bus, van, shuttle bus, multi-passenger limousine or other similar multi-passenger vehicles, shall provide valet parking in the R-1 Use Zone wherein the parking of cars shall be on the public streets, thoroughfares or alleys without having first obtained a permit from the Police Department nor shall any person employ or use any person or firm to operate or provide such a service unless the person or firm operating or providing the service shall have obtain the permit required by this Section.”

SECTION 2. The City Clerk shall certify to the passage and adoption of this ordinance and shall cause the same to be published according to law.

PASSED, APPROVED, AND ADOPTED this 11th day of January, 2012.

ALLAN YUNG, M.D.
MAYOR

ATTEST:

VERONICA RUIZ,
CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF SAN MARINO)

I HERBY CERTIFY that the foregoing Ordinance No. O-11-1262 was introduced at a Regular Meeting of the City Council held on the 14th day of December, 2011, and was approved and adopted at a Regular Meeting of the City Council held on the 11th day of January 2012, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

VERONICA RUIZ,
CITY CLERK

City of San Marino AGENDA REPORT



*Allan Yung, MD
Mayor*

*Richard Sun, DDS
Vice Mayor*

*Dennis Kneier
Council Member*

*Eugene Sun
Council Member*

*Richard Ward
Council Member*

TO: MAYOR AND CITY COUNCIL

FROM: MATT BALLANTYNE, CITY MANAGER

BY: JIM FRAWLEY, FIRE CHIEF

DATE: JANUARY 11, 2012

SUBJECT: **CONSIDERATION OF A STATE HOMELAND SECURITY GRANT
FOR PUBLIC SAFETY RADIOS**

BACKGROUND

The U.S. Department of Homeland Security provides funding to state and local governments through the State Homeland Security Grant Program (SHSGP). In past years, the City has received several such grants to fund equipment and training for police officers, firefighters and emergency managers. The SHSGP is administered locally by the County of Los Angeles, whose Approval Authority determines how much each city will receive and what may be purchased with the grant funds. The funds are distributed after the City executes an agreement with the County, completes the authorized purchases or training and submits a claim for reimbursement.

FISCAL IMPACT

As part of the 2008 SHSGP, the City of San Marino has been awarded an allocation of \$150,000 for public safety portable radios. This grant allocation for radios was unanticipated, so it was not included in the current budget. Consequently, an appropriation of \$150,000 is required in order to use the grant funds.

RECOMMENDATION

Staff recommends that the Council authorize the City Manager to execute the agreement with the County of Los Angeles and accept and appropriate the grant funds for public safety portable radios. If Council concurs, the appropriate action would be:

“A motion to authorize the City Manager to execute a subrecipient agreement with the County of Los Angeles for the 2008 State Homeland Security Grant Program; and,

“A motion to accept the award of \$150,000 in State Homeland Security Grant funds and appropriate to Account Nos. 240-34-4613-0000 (Expense) and 240-34-3202-0013 (Revenue).”

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: MATT BALLANTYNE, CITY MANAGER

BY: LUCY GARCIA, COMMUNITY SERVICES DIRECTOR
PADDY TABER, ADMINISTRATIVE ANALYST

DATE: JANUARY 11, 2012

SUBJECT: **SAN MARINO CENTER ROOF APPROPRIATION**

*Allan Yung, MD
Mayor*

*Richard Sun, DDS
Vice Mayor*

*Dennis Kneier
Council Member*

*Eugene Sun
Council Member*

*Richard Ward
Council Member*

BACKGROUND

In 2004, the City of San Marino purchased the San Marino Center from the Woman's Club of San Marino. Over the past seven years, the City has steadily seen an increase in roof repairs to the center. In the past two fiscal years, the Recreation Department has spent \$1,850 to repair portions of the roof, which were leaking and causing further damage to the roof and the interior. Permit records with the City's Building Department indicate the last time the roof had been completely re-roofed was 1993. Given the length of time since the last re-roof and the number of subsequent roofing vendors that have made repairs since then, it is difficult to apply any leverage to preexisting warranties.

The San Marino Center roof has now reached a point where minor repairs are no longer being guaranteed by roofing contractors, resulting in the City having to consider the complete replacement of the roof. Further, it has been suggested by past contractors the roof materials have exceeded their product life expectancy. Three roofing companies were recently invited to inspect the roof and submit proposals. The results of the three submitted bids identified the lowest estimate at \$38,885 to re-roof the San Marino Center.

ANALYSIS

After reviewing bid and comparing the labor and warranties offered, it is staff's recommendation that the second to lowest bid of \$42,158 be awarded the contract for services. The estimate difference between the lowest and second lowest is \$3,273. The warranty for the lowest bid is 12 years for materials and 5 years for labor. The second lowest bid offers a 20 year warranty on materials and a 20 year warranty on labor. The additional warranty coverage of 8 years on materials and 15 years on labor adequately offsets the additional cost of \$3,273; therefore it is the recommendation of staff to select the second highest bid at \$42,158.

FISCAL IMPACT

The fiscal impact to the City's General Fund is approximately \$53,274, which includes the costs to re-roof the San Marino Center plus a 10% contingency for any unforeseen incidentals occurring during the work. Additionally, \$6,900 has been included in the overall costs for the removal and replacement of existing heating, ventilation and air conditioning (HVAC) units. The removal and replacement of existing (HVAC) units were not covered by either of the considered proposals; therefore the work will have to be conducted by a separate HVAC company.

RECOMMENDATION

Staff recommends the City Council consider re-roofing the San Marino Center. If the Council concurs, the appropriate action would be:

“A motion to appropriate funds in the amount of \$53,274 to account 394-82-4600-7075 authorizing the roof replacement of the San Marino Center.”

Attachment: Written Bid Summary

CITY OF SAN MARINO
REQUEST FOR PROPOSAL
SAN MARINO CENTER ROOF REPLACEMENT

FIRM NAME AND ADDRESS	Warranty Materials	Warranty Labor	Total
A-1 All American Roofing Co. 153 Texaco Avenue Paramount CA 90723	12 Years	5 Years	\$38,885.00
Highland Commercial Roofing 5105 Heintz Street Baldwin Park, CA 91706	20 Years	20 Years	\$42,158.00
Stone Roofing Company 730 N. Coney Avenue Azusa, CA 91702	10 Years	10 Years	\$54,355.00

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: MATT BALLANTYNE, CITY MANAGER

BY: LUCY GARCIA, COMMUNITY SERVICES DIRECTOR
PADDY TABER, ADMINISTRATIVE ANALYST

DATE: JANUARY 11, 2012

SUBJECT: **TERMITE ABATEMENT FOR CITY HALL COMPLEX**

*Allan Yung, MD
Mayor*

*Richard Sun, DDS
Vice Mayor*

*Dennis Kneier
Council Member*

*Eugene Sun
Council Member*

*Richard Ward
Council Member*

BACKGROUND

On October 6, 2011, Gordon Termite Control of Bellflower, California conducted a termite inspection limited to the interiors of City Hall, Police Department, Fire Department and Public Works buildings that make up the City Hall complex.

The report concluded evidence of Dry-wood Termite swarmers found in the interior of the structures. The report included a recommended course of action to remedy the issue. It was recommended that the premises be vacated and the entire structure be sealed and fumigated. The fumigation work will take approximately three days to complete. In an effort to limit the displacement of staff, scheduling of the extermination will be conducted over a three day holiday weekend. Department Heads (including Police and Fire) have been notified of the impact to services and have assured staff that alternative operating arrangements can be made during the displacement period.

FISCAL IMPACT

Pursuant to purchasing requirements, three estimates were obtained resulting in the lowest quote of \$9,180 to fumigate the entire City Hall complex.

The fiscal impact to the City's General Fund will be approximately \$10,098 which includes the costs associated with termite abatement of the City Hall complex (\$9,180) plus 10% contingency to cover any unanticipated costs.

RECOMMENDATION

Staff recommends the City Council authorize the termite abatement for the City Hall complex. If Council Concurs, the appropriate action would be:

“A motion to appropriate funds \$10,098 to account 101-20-4206-0000 and direct the City Manager to proceed with the fumigation of the City Hall complex.”

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: MATT BALLANTYNE, CITY MANAGER

BY: CINDY COLLINS, ASSISTANT CITY MANAGER
LUCY GARCIA, COMMUNITY SERVICES DIRECTOR

DATE: JANUARY 11, 2012

SUBJECT: **LOS ANGELES PERMIT GROUP TECHNICAL ASSISTANCE**

*Allan Yung, MD
Mayor*

*Richard Sun, DDS
Vice Mayor*

*Dennis Kneier
Council Member*

*Eugene Sun
Council Member*

*Richard Ward
Council Member*

BACKGROUND

On November 30, 2011, staff received a memorandum from the San Gabriel Valley Council of Governments (SGVCOG) requesting participation and payment from interested jurisdictions to fund a technical assistance consultant for the new and upcoming National Pollutant Discharge Elimination System Municipal Separate Sanitary Storm Sewer (NPDES MS4) permit. The Los Angeles Regional Water Quality Control Board (LARWQCB) is currently in the process of developing the MS4 permit in response to regulations relating to stormwater discharge and the implementation of various stormwater programs. All cities must obtain a permit from the Regional Water Quality Board to release water into the storm drains. Since 1996, several Los Angeles County cities have been covered under a county-wide MS4 permit; however, in 2011, the LARWQCB began discussions of issuing the permit to all parties as co-permittees and not a principle permittee. Officially, the permit is planned for consideration by the LARWQCB in the Spring 2012.

It has been implied by the SGVCOG the potential costs and legal implications/challenges of the new permit will be high. As a result, the Los Angeles Permit Group was established to develop a unified voice for cities to participate in a collaborative negotiating process. The Los Angeles Permit Group has determined outside technical assistance and outreach in the form of an MS4 consultant will be essential during the negotiations for the new permit. Each jurisdiction is highly impacted, so it is important the new permit include language that protects the cities and Los Angeles County. On November 2, 2012, the City Manager Steering Committee of the SGVCOG unanimously voted to recommend the hiring of a consultant; on November 17, 2012, the Governing Board approved this request and directed staff to initiate the procurement process for a consultant while soliciting funds from participating jurisdictions to pay the consultant.

ANALYSIS

The City's NPDES consultant has advised staff the costs of hiring an MS4 technician to assist the Los Angeles Permit Group during the negotiation phase with the LARWQCB will result in

savings to the City over the long term when compared to the high permit implementation costs and potential legal challenges. At the time of this writing, approximately 2/3 of the affected cities had already expressed interest in participating.

FISCAL IMPACT

The fiscal impact to the City's General Fund for obtaining technical assistance during the negotiation efforts of the new MS4 NPDES permit are estimated at \$5,000. This fee represents the City's share of the consultant costs. If the funds collected exceed the amount of the actual consultant's contract, the SGVCOG has indicated jurisdictions will be reimbursed a pro-rata share of their costs.

RECOMMENDATION

Staff recommends the City Council authorize the City's participation with the Los Angeles Permit Group for the hiring of a technical consultant to assist with negotiation efforts with the LARWQCB in the development of a new National Pollutant Discharge Elimination System Municipal Separate Sanitary Storm Sewer (MS4 NPDES Permit). If Council concurs, the appropriate action would be:

“A motion to appropriate \$5,000 to account 101-44-4150-5170 authorizing the City's participation with the LA Permit Group and the hiring/use of an MS4 Permit Consultant in preparation of the new NPDES Permit.”

City of San Marino AGENDA REPORT



*Allan Yung, MD
Mayor*

*Richard Sun, DDS
Vice Mayor*

*Dennis Kneier
Council Member*

*Eugene Sun
Council Member*

*Richard Ward
Council Member*

TO: MAYOR AND MEMBERS OF THE CITY COUNCIL
FROM: MATTHEW BALLANTYNE, CITY MANAGER
BY: MARINA WANG, CITY TREASURER
LISA BAILEY, FINANCE DIRECTOR
DATE: JANUARY 11, 2012
SUBJECT: **CITY INVESTMENTS**

BACKGROUND

The City Council directed staff to update the City's investment policy at its December 14, 2011 meeting to include mortgage backed securities, such as obligations issued by the Government National Mortgage Association (GNMA), the Federal Farm Credit System (FFCB), the Federal Home Loan Bank Board (FHLB), the Federal National Mortgage Association (FNMA), and the Federal Home Loan Mortgage Corporation (FHLMC). The government code restricts investment in these securities to 20% of the City's surplus funds. These changes have been added as section 8.2 on page 3 of the attached Investment Policy.

The City Council approved the attached Investment Procedures in 2004.

FISCAL IMPACT

The City could increase its yield by between \$58,000 and \$135,000 per year by diversifying its investments to include the purchase of Federal Agencies.

RECOMMENDATION

Staff recommends that the City Council approve the revised investment policy and direct staff to proceed with purchasing investments in compliance with the policy. If Council agrees, the appropriate action would be to:

“Approve the attached investment policy dated January, 2012 and direct staff to proceed with purchasing investments in compliance with the policy.”

Attachments: City of San Marino Investment Policy – January, 2012
City of San Marino Investment Procedures – August, 2004

City of San Marino Investment Policy

January, 2012

1.0 Policy

It is the policy of the City of San Marino to invest public funds in a manner which will provide safety of principal, liquidity adequate to meet the daily cash flow demands of the City and return on investment to the highest extent possible while conforming to all state and local statutes governing the investment of public funds. It is the City's intent at the time of purchase to hold to maturity all investments to ensure the return of all invested principal dollars.

2.0 Scope

This investment policy applies to all financial assets of the City with the exception of any future bond funds, which will be invested according to the applicable bond documents. San Marino's funds are accounted for in the City's Financial Statements and include:

- 2.1 General Fund
- 2.2 Special Revenue Funds
- 2.3 Internal Service Funds
- 2.4 Capital Projects Funds
- 2.5 Trust & Agency Funds

3.0 Prudence

Investment officials are acting as trustee in a fiduciary capacity. The standard of prudence to be used by investment officials shall be the "prudent person" and "prudent investor" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

The prudent investor standard as set forth in Section 53600.3 of the Government Code is as follows. "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency."

4.0 Objective

The primary objectives, in priority order, of the City of San Marino's investment activities shall be:

4.1 Safety

Safety of principal is the foremost objective of the investment program. Investments of the City of San Marino shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the City will diversify its investments by investing funds among a variety of securities offering independent returns and financial institutions.

4.2 Liquidity

The City of San Marino's investment portfolio will remain sufficiently liquid to enable the City to meet operating requirements which might be reasonably anticipated.

4.3 Return on Investment

The City of San Marino's investment portfolio shall be designed with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio.

5.0 Delegation of Authority

Authority to manage the City's investment program is derived from the San Marino Municipal Code Section 02.06.05 and the California Government Code Sections 16429.1 et seq. (Article 11 of Chapter 2 of Part 2 of Division 4 of Title 2), 41001 et seq. (Chapter 3 of Part 3 of Division 3 of Title 4), 53600 et seq. (Article 1.0 of Chapter 4 of Part 1 of Division 2 of Title 5), and 53630 et seq. (Article 2.0 of Chapter 4 of Part 1 of Division 2 of Title 5) including without limitation Section 53646. The Treasurer, with the assistance of the City Manager and Finance Director shall be responsible for assuring that all investments are made in conformance with this policy and shall establish a system of controls to regulate the activities of subordinate officials, and their procedures in the absence of the Treasurer.

5.1 Investment Procedures

The Treasurer shall establish written investment policy procedures for the operation of the investment program consistent with this policy. The Procedures should include reference to: safekeeping, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer.

6.0 Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Additionally, the Treasurer and Finance Director are required to annually file applicable financial disclosures as required by the Fair Political Practices Commission.

7.0 Authorized Financial Dealers and Institutions

The Treasurer shall investigate dealers who wish to do business with the City to determine if they are adequately capitalized, have pending legal action against the firm or the individual broker and make markets in the securities appropriate to the City's needs. The Treasurer will maintain a list of financial institutions authorized to provide investment services. No public funds shall be deposited except in a qualified public depository as established by state laws.

8.0 Authorized & Suitable Investments

The City of San Marino is empowered by statute, and further limited herein to invest in the following types of securities:

8.1 United States Treasury Bills, Bonds and Notes or those for which the full faith and credit of the United States are pledged for payment of principal and interest.

8.2 *Obligations issued by the Government National Mortgage Association (GNMA), the Federal Farm Credit System (FFCB), the Federal Home Loan Bank Board (FHLB), the Federal National Mortgage Association (FNMA), the Student Loan Marketing Association (SLMA), and the Federal Home Loan Mortgage Corporation (FHLMC). California Government Code Section 53601 (o) limits total portfolio investments in mortgage backed securities to 20%.*

8.3 Certificates of Deposit placed through a private placement service in compliance with California Government Code Sections 53601.8 and 53635.8. The statute limits total portfolio investments in CDs to 30% of combined negotiable CDs.

8.4 Investment Pools/Money Market Funds

A thorough investigation of the pool/fund is required prior to investing, and on a continual basis. There shall be a questionnaire developed which will answer the following general questions:

- A description of eligible investment securities, and a written statement of investment policy and objectives
- A description of interest calculations and how it is distributed, and how gains and losses are treated
- A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited

- A description of who may invest in the program, how often, what size deposit and withdrawal are allowed
- A schedule for receiving statements and portfolio listings
- A statement of how/if reserves and retained earnings are utilized by the pool/fund
- A fee schedule, including when and how it is assessed
- A statement of the eligibility of the pool/fund for bond proceeds and whether or not bond proceeds will be accepted

The State of California Local Agency Investment Fund (LAIF) is an authorized investment pool for surplus funds.

Per Government Code Section 53601, investments of surplus funds in money market funds are authorized if the money market funds are diversified management companies registered with the Securities and Exchange Commission under the Investment Company Act of 1940. Minimum criteria for money market funds, as set forth in Section 53601 of the Government Code are as follows:

“[T]he company shall have met either of the following criteria:

(A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations.

(B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years’ experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).”

9.0 Safekeeping and Custody

To protect against fraud or embezzlement or losses caused by collapse of an individual securities dealer, all securities owned by the City shall be held in safekeeping by a third party bank trust department which is located in California, acting as agent for the City under the terms of a custody agreement. All trades executed by a dealer will settle *delivery-vs-payment* through the City’s safe keeping agent. Securities held in custody for the City shall be independently audited on an annual basis to verify investment holdings. No public deposit shall be made except in a qualified public depository as established by state laws.

10.0 Maximum Maturities

To the extent possible the City will attempt to match its investments with anticipated cash flow requirements. The city will not purchase investments with maturities exceeding five years.

11.0 Internal Control

The Treasurer shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

12.0 Performance Standards

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

12.1 Market Yield

The City of San Marino's investment strategy is passive. Given this strategy, the basis used by the Treasurer to determine whether market yields are being achieved shall be to identify a comparable benchmark to the City's portfolio investment duration once it is established.

13.0 Reporting

The Treasurer shall review and render monthly reports to the City Council which shall include the date of maturity par and the dollar amount invested on all securities, the face amount of all cash and investments, the classification of the investment, the name of the institution or entity, the rate of interest, the maturity date, the current market value, the source of the valuation and accrued interest due for all securities and moneys held by the local agency. The report shall also include the weighted average maturity of all investments combined. The above information may be submitted in the form of copies of statements received by the custodial institution. The report must also include a statement of compliance of the portfolio to the statement of investment policy, or manner in which the portfolio is not in compliance. The report must also include a statement denoting the ability of the local agency to meet its pool's expenditure of requirements for the next six months, or and explanation as to why sufficient money shall or may not be available.

Reports shall be rendered to the City Council and City Manager within 30 days following the end of the month of the period covered by the report. The City shall also submit copies of its reports to the California Debt and Investment Advisory Commission (CDIAC) as required by Section 53646 of the Government Code.

14.0 Investment Policy Adoption

The City of San Marino's investment policy shall be adopted by a resolution of the City Council and shall be reviewed annually in January. Any modifications made thereto must be approved by the City Council.

15.0 Glossary of Terms

Accrued Interest – Interest earned but not yet received.

Agencies – Federal agency securities and/or Government-sponsored enterprises.

Amortization – An accounting practice of gradually decreasing (increasing) an asset's book value by spreading its depreciation (accretion) over a period of time.

Basis Point – One basis point is one hundredth of one percent (.01).

Benchmark – A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

Bond – A financial obligation for which the issuer promises to pay the bondholder a specified stream of future cash flows, including periodic interest payments and a principal repayment.

Broker – A broker brings buyers and sellers together for a commission.

Book Value – The value at which an investment is shown on the holder's balance sheet. For Debt securities, book value is acquisition cost less amortization of premium or accretion of discount.

Coupon – The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.

Custody – A banking service that provides safekeeping for the individual securities in a customer's investment portfolio under a written agreement which also calls for the bank to collect and pay out income, to buy, sell, receive and deliver securities when ordered to do so by the principal.

Delivery vs. Payment – Delivery of securities with a simultaneous exchange of money for the securities.

Discount – The difference between the cost of a security and its value at maturity when quoted at lower than face value.

Diversification – Dividing investment funds among a variety of securities offering independent returns and risk profiles.

Duration – The weighted average maturity of a bond's cash flow stream, where the present value of the cash flows serve as the weights; the future point in time at which on average, an investor has received exactly half of the original investment, in present value terms; a bond's zero-coupon equivalent. The fulcrum of a bond's present value cash flow time line.

Federal Reserve System – The central bank of the United States which consists of a seven member Board of Governors, 12 regional banks and several thousand member commercial banks.

Interest Rate – The annual yield earned on an investment, expressed as a percentage.

Liquidity – Refers to the ability to rapidly convert an investment into cash without substantial loss of value.

Market Value – The price at which a security is trading and could presumably be purchased or sold.

Maturity – The date upon which the principal or stated value of an investment becomes due and payable.

New Issue – Term used when a security is originally brought to market by its issuer.

Primary Dealer – A brokerage firm designated as a primary government dealer by the Federal Reserve Bank. These firms submit daily reports of market activity and security positions held to the Federal Reserve Bank of New York and are subject to its informal oversight.

Prudent Person Rule – When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

Rate of Return – The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

Safekeeping – A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

Secondary Market – A market made for the purchase and sale of outstanding issues following their original offering as a "new issue".

Yield – The rate of annual income return on an investment, expressed as a percentage. It is obtained by dividing the current dollar income by the current market price of the security.

Yield to Maturity – The rate of income return on an investment, minus any premium or plus any discount, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond, expressed as a percentage.

City of San Marino Investment Procedures August, 2004

Purpose

Section 5.1 of the City's Investment Policy states that the Treasurer shall establish written investment policy procedures for the operation of the investment program consistent with the policy. The Procedures should include reference to: safekeeping, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions.

Procedures

Banking Service Contracts and Collateral/Depository Agreements

The City shall establish as few bank accounts as possible to minimize banking costs. Two signatures shall be required for each bank account. The City Treasurer shall execute all deposit contracts. All bank accounts shall be separately listed on the City's general ledger, and shall be reconciled monthly.

Wire Transfer Agreements

Wire Transfer Agreements shall be executed by the City Manager designating the authority to initiate and confirm wire transfers, and designating the recipients of repetitive wires. The Finance Director may initiate and confirm repetitive wire transfers. The Finance Director may initiate, and the City Manager must confirm all non-repetitive wire transfers. The Assistant City Manager may confirm non-repetitive wire transfers in the City Manager's absence.

Purchasing Investments

- The Finance Director shall solicit trades from dealers in accordance with the City's Investment Policy;
- The Finance Director shall present the recommended trades to the Treasurer for approval;
- The Treasurer shall approve all trades in writing prior to execution by the Finance Director.

Safekeeping

To protect against fraud or embezzlement or losses caused by collapse of an individual securities dealer, all securities owned by the City shall be held in safekeeping by a third party bank trust department which is located in California, acting as agent for the City under the terms of a custody agreement. All trades executed by a dealer will settle *delivery-vs-payment* through the City's safe keeping agent. Securities held in custody for the City shall be independently audited on an annual basis to verify investment holdings.

City of San Marino AGENDA REPORT



*Allan Yung, MD
Mayor*

*Richard Sun, DDS
Vice Mayor*

*Dennis Kneier
Council Member*

*Eugene Sun
Council Member*

*Richard Ward
Council Member*

TO: MAYOR AND CITY COUNCIL

FROM: MATT BALLANTYNE, CITY MANAGER

BY: ALDO CERVANTES, SENIOR PLANNER

DATE: JANUARY 11, 2012

SUBJECT: **COMMUNITY DEVELOPMENT BLOCK GRANT PROJECTS
FOR FISCAL YEAR 2012-2013**

BACKGROUND:

As part of the planning cycle for the Community Development Block Grant (CDBG) program, the Community Development Commission (CDC) requires cities, which utilize CDBG funds, to identify proposed projects for FY 2012-2013. The City has utilized CDBG funding for the past several years for various projects within the community. As you are aware, CDBG funds are restricted for projects benefiting low-income, senior, or disabled citizens. Due to Federal budget constraints, CDBG funds for FY 2011-2012 were reduced and unspent funds will also carry over to FY 2012-2013. The projects below reflect the reductions in CDBG funding.

There are three continuing projects proposed for next fiscal year. The first project requests funds to offset the costs of administering CDBG. Under program requirements, administrative costs may not exceed 10% the annual allocated amount. The total estimated CDBG allocation for FY 2012-2013 is \$45,591; therefore, the amount requested for administrative expenses is \$3,530. These funds are specifically requested to offset a portion of the Senior Planner's salary, who administers the CDBG program.

The second proposed project is \$7,061 for a public service program benefiting San Marino seniors (55 years and older). Pursuant to federal regulations governing CDBG public service projects, no more than 15% of the annual CDBG allocation may be spent. San Marino utilizes the Senior Program to connect seniors to needed municipal, recreational, and community service programs and special events. During FY 2011-2011, approximately 91 seniors are expected to benefit from this program.

The Housing Rehabilitation Program is the City's third proposed program. This program benefits low-income households by providing grants for residential repairs, which are often health and safety-related. Home improvements typically include new roofing, electrical upgrades, paint, new heaters, or restroom conversions for handicap accessibility. Staff recommends an appropriation of \$10,000 to finance the rehabilitation of approximately one to two San Marino homes. For FY 2010-2011, two rehabilitation projects are being processed for a total cost of \$35,000. These projects involve a new HVAC system and a roof replacement.

The final project is the Huntington Drive Wheel Chair Ramp project. This is a new project to install a wheel chair ramp on the north side of Huntington Drive adjacent to an existing alley between 2495 Huntington Drive and 2511 Huntington Drive. Currently, a wheel chair ramp does not exist and the only method of

crossing the alley is to go into the property at 2495 Huntington Drive. This current situation would impair the mobility of disabled or elderly persons. The improvements will comply with the Americans with Disabilities Act (ADA) to improve mobility for persons with disabilities. Emphasis is being placed on the pedestrian walkways and the wheel chair ramp. The estimated total cost for this project is \$25,000. Any unspent ADA Improvement project funds resulting from current year activities are expected to be added to this activity if necessary.

Funds that are not expended during the current fiscal year will be transferred into the new fiscal year and used for addition funding for the projects listed above.

FISCAL IMPACT:

The funds for the listed project will be provided by the Los Angeles Community Development Commission. The total allocation for FY 2012-2013 is \$45,591.

RECOMMENDATION:

Staff recommends that the City Council conduct a public hearing to consider the use of CDBG funds for proposed projects in FY 2012-2013. If the Council concurs, the appropriate action, after the hearing, would be:

“A motion to adopt Resolution No. R-12-01.”

Attachments: Resolution No. R-12-01
 Exhibit A

RESOLUTION NO. R-12-01

**RESOLUTION OF THE CITY OF SAN MARINO, CALIFORNIA ADOPTING THE
PROJECTED USE OF FUNDS FOR THE COMMUNITY DEVELOPMENT BLOCK
GRANT PROGRAM FOR FISCAL YEAR 2012-2013**

WHEREAS, the City of San Marino is participating under the County of Los Angeles Community Development Block Grant Program; and

WHEREAS, the City staff has considered and evaluated projects and programs fulfilling important community needs; and

WHEREAS, the City Council has provided the opportunity for public input regarding the City's Community Development Block Grant Program for the 2012-2013 program year.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of San Marino, California's follows:

SECTION 1. Approve the projected use of CDBG funds attached hereto as Exhibit A for Fiscal Year 2012-2013 and instruct staff to submit the Program Planning Summary for approval to the Los Angeles County Community Development Commission.

SECTION 2. Approve the inclusion of said projects in the City of San Marino Fiscal Year 2012-2013 budget.

SECTION 3. Authorize staff to adjust the program budget as necessary to take into account the final CDBG allocation from the US Department of Housing and Urban Development (HUD) and any amounts remaining unspent at the close of the fiscal year.

SECTION 4. Authorize the City Manager to execute all necessary contracts and agreements with the Community Development Commission and with each approved recipient/subrecipient of the program, together with any changes therein which may be approved by the City Manager and, as necessary, the City Attorney.

PASSED, APPROVED, AND ADOPTED this 11th day of January, 2012.

ALAN YUNG, M.D.
MAYOR

ATTEST:

VERONICA RUIZ,
CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF SAN MARINO)

I HEREBY CERTIFY that the foregoing Resolution No. R-12-01 was adopted by the City Council of the City of San Marino at a Regular Meeting of the City Council held on the 11th day of January, 2012 by the following vote:

AYES: COUNCIL MEMBERS:

NOES:

ABSTAIN:

ABSENT:

VERONICA RUIZ,
CITY CLERK

EXHIBIT A

**CITY OF SAN MARINO
FY 2012-2013 PROPOSED CDBG FUNDING RECOMMENDATION**

<u>PROJECT</u>	<u>PROPOSED FUNDING AMOUNT</u>
Administration	\$3,530
Senior Outreach Program	\$7,061
Housing Rehabilitation Program	\$10,000
Huntington Drive Wheel Chair Ramp	\$25,000
TOTAL GRANT AMOUNT:	\$45,591

City of San Marino AGENDA REPORT



*Allan Yung, MD
Mayor*

*Richard Sun, DDS
Vice Mayor*

*Dennis Kneier
Council Member*

*Eugene Sun
Council Member*

*Richard Ward
Council Member*

TO: MAYOR AND CITY COUNCIL

FROM: MATT BALLANTYNE, CITY MANAGER

BY: DAVID A. SALDAÑA, AICP,
PLANNING AND BUILDING DIRECTOR
AMANDA MERLO, PLANNING AND BUILDING ASSISTANT

DATE: JANUARY 11, 2012

SUBJECT: **CONSIDERATION TO REVOKE CONDITIONAL USE PERMIT
NOS. CUP10-09, CUP10-10, CUP10-16, CUP10-21 & DESIGN REVIEW
NO. DRC10-53
999 ROSALIND ROAD, (ZHENG)**

BACKGROUND:

On April 13, 2011, the City Council approved an appeal of the Planning Commission's decision to deny a project at 999 Rosalind Road which consisted of constructing a subterranean parking garage, pool area and wine cellar underneath a tennis court which causes the property to exceed the maximum allowable lot coverage; modifying the existing tennis court; adding a bathroom to an accessory structure; and constructing a two-story addition which creates a total of nine (9) bedrooms. This required four conditional use permits (CUP) and one design review action. Prior to this action, the project had been at the Planning Commission level and they had spent several months reviewing the project and the potential construction impacts on the neighborhood. The Planning Commission ultimately denied the project in January 2011 by a 3-2 vote due to the impacts it would have on the neighborhood. When the project came before the Council in April of 2011, it was approved with conditions by a 4-0 vote with Vice Mayor Richard Sun abstaining due to living within 300 feet of the subject property. One of the conditions of approval for the project was to return to the Planning Commission with a construction schedule so that the project could be monitored. On September 14, 2011, the applicant received building plan check approval for the construction project. Building permits were not issued at that time because they still needed to return to the Planning Commission with a construction schedule. The January 26, 2011 Planning Commission meeting minutes and the April 13, 2011 Council meeting minutes are attached for reference.

On October 24, 2011, staff conducted an inspection of the property at 999 Rosalind Road to investigate reports of unpermitted construction activity reported by an anonymous source. During that inspection, staff found unpermitted mechanical work occurring on the property. With the permission of the owner, staff investigated other parts of the property for evidence of unpermitted construction and found a fully finished basement being used as livable area as well as an accessory structure that were never shown on the previously approved set of plans. The basement included a home theatre, two bedrooms, two bathrooms, laundry room, hairdressing room, wine cellar, gym and sauna. Based on a floor plan provided by the mechanical contractor, the basement area appears to be about 4,100 square feet. In 1997, a permit was

pulled by the current owner for a laundry room, storage and utility room in the basement. No other permits reference the addition of or conversion to livable area in the basement.

Including the basement, the existing house now exceeds the maximum allowed amount of livable area. The proposed addition that was previously approved by the Council would now require a variance. The information the Council used to make their findings for the other actions has been found to be significantly different than what exists on the property. The lot coverage figure, livable area figure and number of bedrooms that were presented to the Planning Commission and Council are incorrect. Typically, projects that require changes can return to the approving body for modifications to their previous approvals. However, in this case, the changes would be so significant that staff recommends the Council consider a revocation of the approvals. This would require the applicant to essentially start the process over, beginning with a staff level review followed by a public hearing before the Planning Commission. City Code Section 23.07.04 states:

The Commission may revoke or modify any previously granted variance or conditional use permit after a public hearing if the Commission makes one or more of the following findings:

- 1. That such grant or approval was obtained by fraud.*
- 2. That the use or development for which such grant or approval was made is not being exercised.*
- 3. That the grant is being or has recently been exercised contrary to one or more of the conditions prescribed in said permit or approval or in violation of other applicable statutes, ordinances, laws or regulations. Under such circumstances, the permit or approval shall be suspended, and the privileges granted thereunder shall lapse, provided the applicant has been tendered a written notice to cease such violation and has failed to do so within thirty (30) days following receipt of such notice.*
- 4. That the grant is so exercised as to be detrimental to the public health or safety or so as to be a nuisance. (Ord. 096-1093, 7-10-1996)*

Staff is able to make finding number 3. The intent of the applicant may not have been to mislead the Planning Commission and Council but regardless of the intent, the numbers provided were incorrect. If the approval stands, the project would also be in violation of the zoning ordinance relating to the maximum amount of livable area. Attached are two letters sent to the property owner informing him of the situation. The other Code Enforcement issues mentioned in the letters are being handled through staff and do not require any action by the Council. Staff has also met with the owner's son and project architect on multiple occasions. At the last meeting, the owner indicated he would prefer to keep some of the basement but would be willing to eliminate it as livable area in order to maintain the approvals. Regardless of his decision, staff recommends the submittal of a new application and plans before the Planning Commission.

RECOMMENDATION:

Staff recommends the City Council revoke the previous approvals based on the new information obtained by staff. If Council concurs, the appropriate action would be:

“A motion to revoke Conditional Use Permit Nos. CUP10-09, CUP10-10, CUP10-16, CUP10-21 & Design Review No. DRC10-53.” And;

“A motion to remand the project to the Planning Commission, requiring the applicant to pay the associated fees.

Attachment: January 26, 2011 Planning Commission meeting minutes
April 13, 2011 City Council meeting minutes
Letter sent to M. Zheng from A. Merlo dated October 26, 2011
Letter sent to M. Zheng from A. Merlo dated December 12, 2011
Basement floor plan

**MINUTES OF THE SAN MARINO PLANNING COMMISSION
REGULAR MEETING
WEDNESDAY, JANUARY 26, 2011**

The San Marino Planning Commission met on the above date at 7:00 p.m. at the San Marino City Hall,
2200 Huntington Drive, San Marino, California.

PLEDGE OF ALLEGIANCE:

Chairman Cheng led the audience in the Pledge of Allegiance.

ROLL CALL:

Commissioners: Marcos Velayos, Howard Brody, Se Yao Hsu, Alternate Bill Farley, Vice-Chairman Jack MacLeod, Chairman Raymond Cheng

Staff: David Saldaña, Planning and Building Director
Aldo Cervantes, Senior Planner
Amanda Thorson, Planning & Building Assistant

RECOGNITION OF AGENDA POSTING CERTIFICATION:

At this time, Chairman Cheng certified the posting of the agenda at three locations in the City.

APPEAL PROCEDURE:

Chairman Cheng explained the fifteen-day appeal procedure to members of the audience. He also briefly explained the public hearing procedure for members of the audience.

PUBLIC HEARINGS

↓ **1. CONDITIONAL USE PERMIT NOS. CUP10-09, CUP10-10, CUP10-16, CUP10-21 & DESIGN
REVIEW NO. DRC10-53
999 ROSALIND ROAD, (ZHENG)** ↓

Ms. Thorson presented the staff report on this item. She stated the scope of work included a subterranean 12-car garage, pool and wine cellar with a rebuilt tennis court above. There is also a two story addition that results in the property having more than seven bedrooms. Since the last meeting, the correct lot coverage figures have been incorporated into the plan. She also stated the lot coverage figures were not included in the staff report because they were now correct on the plan. There has been no change to the application since the last meeting except that a walkway beneath the pool has been eliminated from the scope of work.

Alex Chang, architect, stated he is seeking final approval for his project. Over the last five months, he has addressed all of the Planning Commission's concerns.

Commissioner MacLeod stated that the engineer's report estimated 50 truck trips for a total of 3,400 cubic yards of excavated material. He noted that it does not add up if a typical truck holds around 12 cubic yards.

Mr. Chang stated that the traffic engineer is not attending tonight's meeting but he noted that the walkway underneath the pool has been eliminated which reduces the amount of excavation.

Chairman Cheng stated he has not been able to gain access onto the property each time he visits it. He asked who they will be able to contact after the architect leaves the project.

Sabino Cici, project manager, stated he will be the contact person for any problem that might arise during construction. He stated he did not know the answer to Commissioner MacLeod's question because he did not work with the engineers on preparing the report.

Chairman Cheng asked if he would be responsible for the construction schedule and responsive to any complaints.

Mr. Cici stated he would be.

Commissioner Hsu stated the applicant should submit written documentation that Mr. Cici has been hired by the owner as a project manager.

Chairman Cheng asked if the architect was contracted through construction.

Mr. Chang stated he was. He also stated he has a long history of working in San Marino.

Chairman Cheng stated they are more concerned with the owner and if they will maintain the contracts.

Commissioner MacLeod asked if the boring only went down 5'5" on each hole.

Mr. Chang stated that one went down 30'.

Commissioner MacLeod asked if the others were stopped by rock.

Mr. Chang stated that a lot of land in that area is fill and there is coarse rock.

Commissioner MacLeod stated he was concerned about there being bedrock under the project site and the potential for use of dynamite.

Chairman Cheng stated that the applicant has responded to concerns and hired consultants. If the entire project is approved, they would be relying on the studies and they would need to be taken seriously.

Chairman Cheng opened the public hearing and asked whether anyone wished to speak either for or against the project.

Hearing no comment, Chairman Cheng closed the public hearing.

Commissioner Brody stated that there is no one here from the public to comment because the staff report is inadequate. He did not think the neighborhood was noticed properly. No square footage numbers were included in the report and there was no specification on the impact or potential risk to the neighborhood. If this project is approved, we'll hear from the neighbors and they will want to know why they weren't informed. From a policy point of view, it is not in the best interest of the City to build underground when the underground facility is larger than the above ground facility. He was adamantly opposed to the project.

Commissioner Hsu stated that the amount of excavation and disturbance to the neighborhood would be great. He did not object to the project but to the inconvenience to the neighbors. It would need to be monitored. He was not ready to approve the project.

Commissioner MacLeod stated that there was no question that professionals were involved in this job. He could make the legal findings for all of the CUPs except the lot coverage one. He believed the Council needed to set policy on this issue. He thought the project would be detrimental to the peace, safety, morals and comfort of the surrounding neighborhood. With over 1,000 truck loads, there is the potential for an accident on Rosalind. The noise will also be a problem. The excavation

and demolition work will have to be done by large equipment which will operate 6 days a week, starting at 7 a.m. most days. There will be damage to roads since trucks laden with dirt weigh 30,000 pounds. If this goes ahead, staff should sit down with the neighborhood and explain the ramifications of this project. He pointed out that the project on Oak Grove has been an ongoing problem due to the extended construction schedule and truck traffic.

Chairman Cheng agreed and pointed out it was a smaller project.

Commissioner MacLeod stated that this project makes the Oak Grove project pale in comparison. Today's owner may use the space appropriately but he questioned how future owners might use the space. If it is approved, the neighbors will need to be advised.

Commissioner Velayos stated that a lot of valid points have been raised and overall this is a good project and the applicant has done an excellent job. He understands the concern with the community and they should be advised. He thought it was unfair to keep adding requests to the applicant if there was not a path to approval. He had concerns about underground parking but felt it was appropriate in this instance given the size of the lot. He thought the aesthetic of the property would be maintained.

Chairman Cheng stated he shared feelings with all of the Commissioners.

Alternate Commissioner Farley stated this is a large scale, very significant project. He would have expected more members of the public to be in attendance but he also noted he does not have the benefit of having been at the prior hearings.

Chairman Cheng stated that the time from when the project is started to the time the subterranean area is complete will be very challenging. In reference to the Oak Grove project, he stated that the Planning Commission never considered that a 1,500 square foot greenhouse would be such a problem. The number of truck loads estimated compared to the total number of cubic yards is concerning. He wondered if the neighbors understood the magnitude of the project. It is concerning that no one has shown up to the hearings and there have been no questions about it. He asked if the neighbors have seen the plans.

Mr. Chang stated he walked the neighborhood with the plans but there were some neighbors that he didn't get in touch with.

Chairman Cheng asked how many people signed forms.

Ms. Thorson stated that six signed letters were received and one letter objected but did not state a reason.

Commissioner Brody stated that the neighbors might not understand the impact of the project.

Chairman Cheng stated he knows Mr. Chang followed the procedures but the neighbors will be present once they realize the scope of the work. The trucks will be problematic and they should be noticed. He wants to be fair to the applicant. They have responded to concerns but he wanted clarification on the conflicting information. If the Planning Commission provides a list of needed information and it is certified by the applicant's experts, then they could have something to hold them to.

Commissioner Brody stated that this project needed to have closure. The project would have a tremendous impact and he would deny the CUP relating to lot coverage.

Mr. Chang stated that if the garage is not approved, the project can't be approved. The property needs more garage space and with this solution, the cars will be hidden from view. After going through all the engineering work, he thought they just wanted answers. He would prefer to know all of the Planning Commission's questions and request a continuance.

Chairman Cheng stated that he has no problem with the project if it was built correctly. He wants the neighbors to know what they will encounter. He wanted to get to the end result without problems.

Commissioner Brody moved to deny CUP10-09 based upon the fact that the impacts of 9000 square feet of underground space could not be ameliorated. He was willing to consider other options.

Prior to a second, the Commission further discussed the project:

Mr. Chang stated that if there was another way to add a six-car garage to the property, they would.

Commissioner MacLeod stated that if the project was denied, it could be appealed to the City Council, were he felt it belonged.

Commissioner Velayos stated the applicant has done everything asked of him. The outstanding issues have narrowed but he was concerned about the neighbors being properly noticed. He would prefer if the Planning Commission listed their specific concerns for the applicant and then the neighbors could be noticed and provided with additional information.

The Planning Commission and Mr. Saldaña discussed the Permit Streamlining Act as it relates to this project.

Commissioner Velayos stated that since they were asking for additional information, the application is not complete and he felt the Permit Streamlining Act would not apply.

Commissioner Brody stated he felt this project belonged with the City Council because it is a policy issue.

Alternate Commissioner Farley stated that if it went to the Council the community workshop suggested might be missed.

Commissioner Brody stated that hopefully staff would carry out the Planning Commission's request in terms of noticing.

The Planning Commission discussed the options of continuing or denying the project.

Commissioner MacLeod stated that the standard 300' notice does not cover the affected neighbors. He felt people up to Arden Road should be noticed.

Commissioner Brody agreed that the truck routes will affect people beyond the 300' radius.

Chairman Cheng noted that there will be excessive excavation associated with this project.

Commissioner Velayos stated he would prefer to resolve the issues with the Planning Commission.

Chairman Cheng called for a second on Commissioner Brody's motion to deny CUP10-09.

Commissioner MacLeod seconded the motion and it was approved by the following vote:

AYES: BRODY, MACLEOD, HSU
NOES: CHENG, VELAYOS
ABSENT: NONE
ABSTAIN: NONE

Commissioner Brody moved to deny the remaining actions based upon the fact that the project could not move forward without a garage.

Commissioner MacLeod seconded the motion and it was approved by the following vote:

AYES: BRODY, MACLEOD, HSU
NOES: CHENG, VELAYOS
ABSENT: NONE
ABSTAIN: NONE

The Planning Commission discussed with the applicant and staff how the neighborhood should be informed should this project be appealed to the Council.

2. **CONDITIONAL USE PERMIT NO. CUP11-02**
1760 DEL MAR AVENUE, (LIAO)

Mr. Cervantes presented the report for this item. He stated that this application is a CUP for a pool cabana with a bathroom. It would be open on all sides except for the bathroom. It satisfies height and setback requirements. Staff recommends approval.

James Coane, architect, stated he was available to answer questions.

Chairman Cheng opened the public hearing and asked whether anyone wished to speak either for or against the project.

Hearing no comment, Chairman Cheng closed the public hearing.

Commissioner Hsu moved to approve the application as submitted.

Commissioner MacLeod seconded the motion and it was approved unanimously.

3. **CONSIDERATION OF JELD-WEN ALUMINUM CLAD WINDOWS FOR THE PRE-APPROVED WINDOW MATERIAL LIST**

Mr. Cervantes presented the staff report for this item. The DRC recommended the Jeld-Wen "Siteline EX" aluminum clad window for the pre-approved window material list. He stated that in 2010, the City Council approved this list and granted the Planning Commission the authority to add or remove products from the list. He stated this product provides the characteristics of wood windows and it is energy efficient. Staff recommends approval of this product for the pre-approved roof material list.

Commissioner MacLeod asked for copies of the pre-approved window material list to be distributed to the Planning Commission. He also stated the type of grid proposed for this product needs to be specified.

Mr. Cervantes stated that the windows have been installed on two properties in the City. He pointed out that on one of the installations the window was installed incorrectly.

Chairman Cheng stated that is an example of the correct window installed in the wrong way. There should be conditions of installations.

Bob Zimmerman, representative from Jeld-Wen, showed a sample of the "Custom" line. He stated it was more of an architectural series and mimicked wood windows.

Mr. Cervantes stated that the Planning Commission can only approve the "Siteline EX" because that is was that the DRC approved.

The Planning Commission and Mr. Zimmerman discussed specific features of the window including the finish, customization options and installation details.

Mayor Yung reported that he received letters requesting nominations for various boards and committees. It was agreed that Councilmembers could volunteer to be nominated, and that the letters would be received and filed.

Mayor Yung reported that he received a letter from the Taiwanese American Heritage Committee and asked staff to prepare a certificate of recognition.

COUNCIL REPORTS

There were no Council reports at this time.

CITY MANAGER'S REPORT

City Manager Ballantyne reported on his trip to Taiwan. He thanked Dr. Sun and the Chinese Club for planning the trip and for the wonderful experience. He added that he would be sending a thank you letter to the Chinese Club and the other delegates they met in Taiwan. He further advised the delegation, not the City, covered the travel cost.

There was Council discussion regarding the trip.

Councilman Kneier thanked everyone who went on the trip for taking the time to represent the City.

Police Chief Schaefer also commented on how much he enjoyed the trip.

Council recessed at 7:25 p.m. and reconvened for Public Hearings at 7:30 p.m.

PUBLIC HEARINGS – 7:30 P.M.

↓ 12. **CONSIDERATION OF APPEAL OF PLANNING COMMISSION DECISION REGARDING CUP10-09, CUP10-10, CUP10-16, CUP10-21 AND DRC 10-53 (999 ROSALIND ROAD)** ↓

Recommendation: "A motion to approve CUP10-09, CUP10-10, CUP10-16, CUP10-21 and DRC10-53 subject to the conditions recommended by staff."

Vice Mayor Richard Sun recused himself from discussion of the item because he lives within 300 feet of the property.

Councilman Eugene Sun returned to the dais at 7:35 p.m.

Planning and Building Assistant Thorson reported on the appeal. She gave the details of the proposed construction. She gave a brief history of the application. She stated that the application spent several months at the Planning Commission level where it was rejected.

She stated that the project would require four CUP's and a Design Review action. She highlighted each of the CUP's. She explained that the project exceeds the maximum allowable lot coverage because the code defines lot coverage as any roofed area, whether above or below ground. She stated that staff was able to support approval for all of the actions because when the project is complete, there will be very little change to the neighborhood because most of the changes are below ground.

Planning and Building Assistant Thorson referred to the plans and briefly described the parking area. She stated that one of the primary concerns of the Planning Commission was the potential impact of the construction on the neighborhood due to the excavation and concrete needed to complete the project. She added that the Planning Commission felt that the neighbors did not have adequate notice and explanation of what would go into the project. She highlighted the extent of the notices sent out. She stated that the City gave notice and conducted a neighborhood meeting to answer any questions of those noticed. She stated that no neighbors attended the meeting and there were no inquiries at the counter. She stated that one letter objecting to the project was received but contained no reason for the objection. She concluded her report and stated that staff recommends approval subject to the conditions in the staff report. She noted that the truck trip numbers in her staff report were based on the old report, and that Council should refer to the Construction Management Plan for accurate numbers.

There was discussion between Council and Construction Manager Jason Gross and Architect Alex Chang regarding various details of the project.

Councilman Kneier commented that he believed the ordinance regarding lot coverage should be changed so that it would not include underground items as lot coverage.

Mayor Yung had questions regarding the number of bedrooms exceeding the code and the difference between the living space and the lot coverage. There was Council and staff discussion regarding what was counted as living space and the maximum allowable lot coverage for the lot. There was discussion regarding details of the project with the architect. There was Council and staff discussion regarding other projects with subterranean parking that had been approved.

Architect Alex Chang referred to the plans and explained the details to Council. There was discussion about the percentage of lot coverage on larger lots versus smaller lots.

Mayor Yung commented that he was fine with the project as long as the pool would never be enclosed, which might add more rooms for more recreation activities.

Resident, Mrs. Mitchell, 915 Rosalind Road, commented that she had never heard about the project. She commented that she did not want the trucks coming in and out of her neighborhood.

Julia Zheng, of 999 Rosalind Road, addressed the Council and commented on the living arrangements of their multi-generational family and why they needed the parking spaces

and bedrooms. She stated that she hoped the Council would consider approving the project.

Construction Manager Jason Gross addressed the City Council and stated that he helped calculate the number of trucks for the project. He stated that the numbers are very accurate.

Planning and Building Assistant Thorson added that there was a proposed condition of approval if Council chose to incorporate it, which would require them to submit a construction schedule, along with updates, to the Planning Commission.

Mayor Yung asked about the amount of trips per day and how long it would last.

Mr. Gross responded that for about twelve days, during excavation, there would be about thirty trips per day. He stated that once the excavation was complete, truck trips would decrease. There was discussion about the ratio of bedrooms to garage parking space capacity.

Councilman Kneier moved to approve CUP10-09, CUP10-10, CUP10-16, CUP10-21 and DRC10-53 subject to the conditions recommended by staff; second by Councilman Ward.

Mayor Yung moved to amend the motion to add the condition that the swimming pool area would not be enclosed; second by Councilman Eugene Sun.

Councilman Kneier asked what the purpose was of the amendment regarding not enclosing the pool area.

Mayor Yung responded that it could be considered more living space if it were enclosed.

Councilman Kneier asked the architect if he had a problem with the condition.

Mr. Chang responded that he was fine with the condition.

Following a roll call, the amendment to the motion carried unanimously by the following vote: AYES: Council Members Kneier, Eugene Sun, Ward, and Mayor Yung. NOES: None. EXCUSED: Vice Mayor Richard Sun.

Following a roll call, the motion, as amended, carried unanimously by the following vote: AYES: Council Members Kneier, Eugene Sun, Ward, and Mayor Yung. NOES: None. EXCUSED: Vice Mayor Richard Sun.

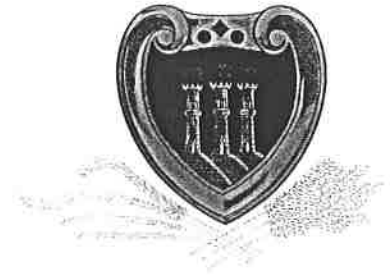
Vice Mayor Richard Sun returned to the dais at 8:20 p.m.

CITY COUNCIL CALENDAR

1. Scheduling Dates for Future Council Meetings.

City of San Marino

Planning & Building Department



October 26, 2011

Michael Zheng
999 Rosalind Road
San Marino, CA 91108

SUBJECT: CODE VIOLATIONS FOR 999 ROSALIND ROAD

Dear Mr. Zheng,

On October 24, 2011, City staff conducted an inspection of the property located at 999 Rosalind Road to investigate reports of unpermitted construction activity. After inspecting the property, the following Code violations were identified:

1. Unpermitted mechanical equipment was installed in two accessory buildings. All new mechanical equipment shall be removed or properly permitted.
2. The boats and cage shall be removed from the front yard. San Marino City Code Section 23.02.03D prohibits the storage of "equipment, materials, trash or other materials not customarily considered as decorative landscaping" in the front yard. They may be placed in the garage or in the rear yard, screened from public view. If they are placed in the garage, at least four (4) car spaces must remain unobstructed for automobiles.
3. The basement has been converted into "livable area" without permits. If you wish to permit this space, plans would need to be submitted for plan check and livable area calculations for the house would need to be updated. The approvals of Conditional Use Permit numbers CUP10-09, CUP10-10, CUP10-16, CUP10-21 and Design Review action DRC10-53 are now invalid because this area was not previously disclosed as livable space. The property would now exceed the maximum allowable livable area. You should contact City staff regarding the options for permitting the basement and/or the proposed addition.
4. The accessory structure in the rear yard and on the south side of the property was not shown on the plans submitted for CUP10-09, CUP10-10, CUP10-16, CUP10-21 and DRC10-53. It does not appear to have a permit and would be considered lot coverage and livable area. As such, it would also affect the validity of the approval for the above-mentioned applications. The accessory structure would need to be removed or permitted.

Please notify staff within thirty (30) days of the date of this letter as to how the above items will be addressed. Failure to do so will result in further Code Enforcement action and will result in Conditional Use Permit numbers CUP10-09, CUP10-10, CUP10-16, CUP10-21 and Design Review case DRC10-53 being set for a public hearing for revocation before the City Council in accordance with City Code Section 23.07.04B3.

If you have any further questions, you may contact me by email at amerlo@cityofsanmarino.org or by phone at 626-300-0784.

Sincerely,

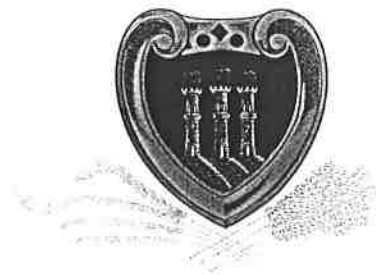
A handwritten signature in cursive script that reads "Amanda Merlo".

Amanda Merlo,
Planning and Building Assistant

cc: Alex Chang, 8730 Huntington Drive, San Gabriel, CA 91775

City of San Marino

Planning & Building Department



December 12, 2011

Michael Zheng
999 Rosalind Road
San Marino, CA 91108

SUBJECT: CODE VIOLATIONS FOR 999 ROSALIND ROAD

Dear Mr. Zheng,

On October 26, 2011, the City sent a letter to you identifying Code violations that were found on the property after City Staff conducted an inspection of the property. The October 26th letter is enclosed for your reference. Since the date of that letter, City staff has had meetings with your son, your architect, Alex Chang, and mechanical contractor, Steve LaRussa. Staff has also conducted another inspection of the property on November 30, 2011.

The November 30, 2011 inspection found that the mechanical work was beyond the scope of the permit and a "Stop Work" order was issued. In order to release the "Stop Work" order, the mechanical plans must be checked and approved by the City's plan checker and the permit must be updated to include all work that is being performed on the property. No work will be permitted which will provide heating or cooling to the basement or accessory structures that are not already approved as livable area. No further work is to be done on the property until the mechanical permit is corrected.

In meeting with your architect, he indicated that you would like to maintain a portion of the illegally converted basement area. Since a finished basement with livable area is inconsistent with the plans approved for your proposed addition, garage, pool and tennis court, the approval of those plans is no longer valid. Staff has set Conditional Use Permits CUP10-09, CUP10-10, CUP10-16, CUP10-21 and Design Review DRC10-53 for a revocation hearing before the City Council on January 11, 2012, in accordance with City Code Section 23.07.04B3. You and your neighbors will receive a public hearing notice in the mail prior to the hearing date. If you would like to re-apply for the same approvals, please submit a new application, revised plans and all applicable fees.

This letter shall also serve as a second notice to remove the boats and cage that are located in the front yard. San Marino City Code Section 23.02.03D prohibits the storage of "equipment, materials, trash or other materials not customarily considered as decorative landscaping" in the front yard. They may be placed in the garage or in the rear yard, screened from public view. If they are placed in the garage, at least four (4) car spaces must remain unobstructed for automobiles. An inspection of the property will be conducted on or around December 27, 2011 to ensure compliance. Failure to comply within this time frame will result in further Code Enforcement action.

If you have any further questions, you may contact me by email at amerlo@cityofsanmarino.org or by phone at 626-300-0784.

Sincerely,

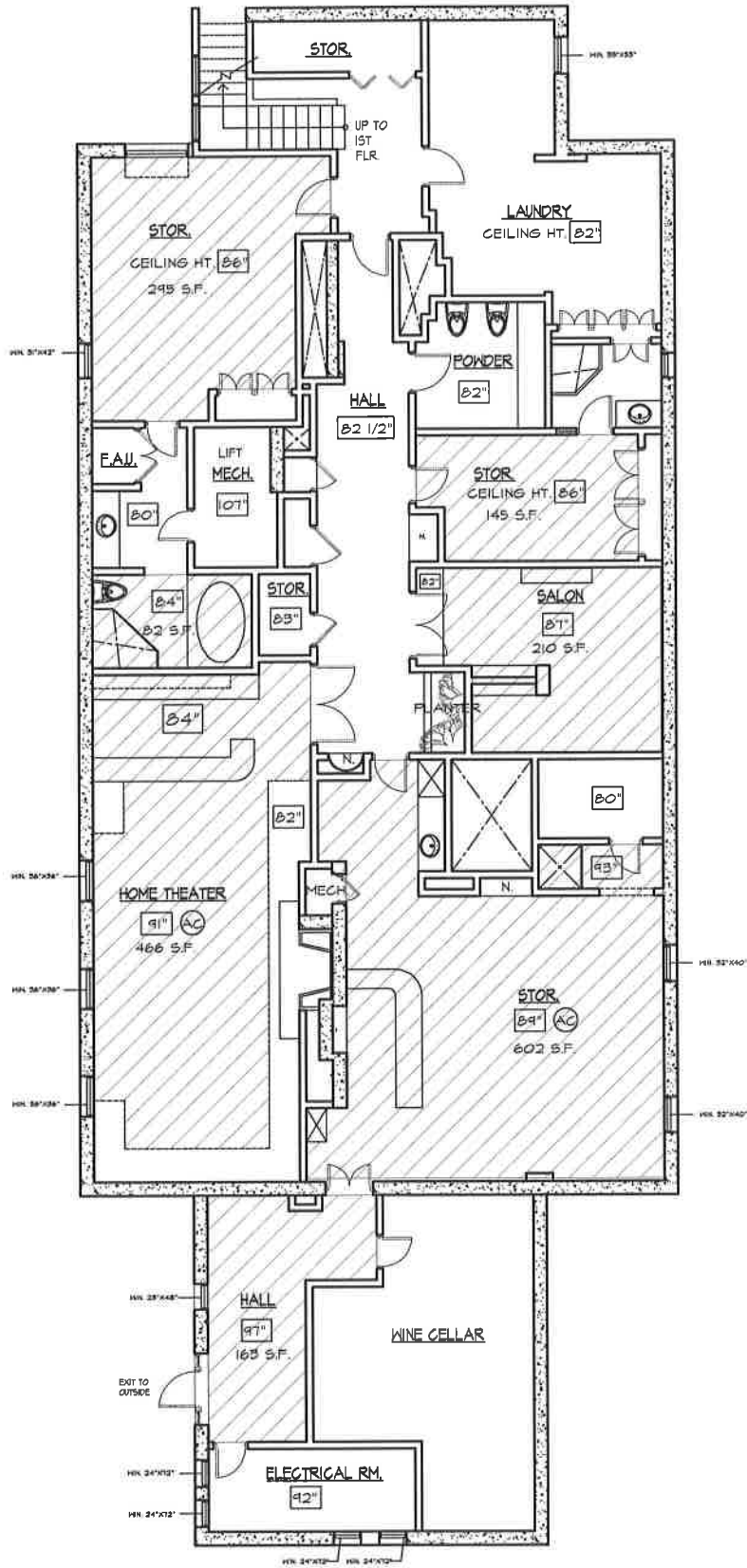
A handwritten signature in cursive script that reads "Amanda Merlo". The signature is written in black ink and is positioned above the typed name.


Amanda Merlo,
Planning and Building Assistant

Enclosure: Letter from A. Merlo to M. Zheng dated October 26, 2011

cc: Alex Chang
8730 Huntington Drive
San Gabriel, CA 91775

Steve LaRussa
6691 Brisa Street
Livermore, CA 94550



 DENOTE SHOW 7'-0" MIN. CLR.:
 1,963 S.F.



(E) BASEMENT PLAN

1/8" = 1'-0"

999 ROSALIND RD. SAN MARINO, CA.

City of San Marino AGENDA REPORT



*Allan Yung, MD
Mayor*

*Richard Sun, DDS
Vice Mayor*

*Dennis Kneier
Council Member*

*Eugene Sun
Council Member*

*Richard Ward
Council Member*

TO: MAYOR AND CITY COUNCIL
FROM: MATT BALLANTYNE, CITY MANAGER
BY: VERONICA RUIZ, CITY CLERK
DATE: JANUARY 11, 2012
SUBJECT: **FUTURE MEETINGS SCHEDULE**

January 27, 2012	Adjourned Regular Meeting City Hall Council Chamber 8:00 A.M.
February 8, 2012	Regular City Council Meeting City Hall Council Chamber 6:00 P.M.
February 20, 2012	City Hall Closed Observation of Presidents' Day Holiday
February 24, 2012	Adjourned Regular Meeting City Hall Council Chamber 8:00 A.M.
March 14, 2012	Regular City Council Meeting City Hall Council Chamber 6:00 P.M.
March 30, 2012	Adjourned Regular Meeting City Hall Council Chamber 8:00 A.M.

**"MAKING SAN MARINO BETTER"
MASTER SCHEDULE**

Priority:	Project/Program Title:	Requested By:	Date Requested :	Responsible Department:	Council Agenda Date:
1	Huntington Library Activity Evaluation	City Council	5/9/2007	City Manager	Ongoing
2	Centennial Planning	City Council	1/9/2008	Assistant City Manager	Ongoing
3	Sister City (Research)	Council Member E. Sun	6/11/2009	City Manager	3/1/2012
4	Youth in Government Day	Council Member Kneier	4/30/2010	City Manager/Assistant City Manager	5/9/2012
5	Energy Audits	Council Member E. Sun	1/12/2011	Public Works Department	5/9/2012
6	Assessment Evaluation	Vice Mayor R. Sun	2/25/2011	Finance Director	2/8/2012
7	Stoneman Purchase Legislative Change	City Council	4/13/2011	City Manager	Ongoing
8	Storm Drain Update	Council Member Kneier	6/8/2011	Assistant City Manager	3/14/2012
9	Lacy Park Parking	Council Member Kneier	10/12/2011	Public Works Department	2/8/2012
10	Soccer Field at Stoneman	Council Member Kneier	10/12/011	Community Services Director	3/14/2012
11	Alternative Energy @ the Library	Vice Mayor R. Sun	10/12/2011	Community Services Director	4/11/2012
12	Fluer Drive Historical Designation	Council Member Kneier	11/9/2011	Planning & Building Director	1/27/2012
13	Establish Goals for 7 Topics	City Council	10/6/2010	Executive Team	
	<i>Succession Planning</i>	X			12/14/2011
	<i>Pension Reform</i>	X			1/28/2011
	<i>City Hall Remodel</i>	X			5/11/2011
	<i>Emergency Preparedness</i>	X			12/8/2010
	<i>Stoneman School</i>				2/8/2011
	<i>San Marino Center</i>				2/8/2011
	<i>Budget</i>	X			6/24/2011

**CONFERENCE WITH LABOR NEGOTIATORS –
PURSUANT TO GOVERNMENT CODE SECTION
54957.6:**

Agency Negotiator: City Manager, Matt Ballantyne
Employee Organization: San Marino City Employees’
Association representing General
Employees

**CONFERENCE WITH LABOR NEGOTIATORS –
PURSUANT TO GOVERNMENT CODE SECTION
54957.6:**

Agency Negotiator: City Manager, Matthew Ballantyne

Non-represented Employees: Management and
Supervisory/Confidential