

**MINUTES  
REGULAR MEETING  
OF THE SAN MARINO CITY COUNCIL  
WEDNESDAY, FEBRUARY 10, 2021 AT 6:00 P.M.  
SAN MARINO CENTER**

**CALL TO ORDER:** Mayor Ude called the regular meeting to order at 6:00 p.m. in the San Marino Center, located at 1800 Huntington Drive, San Marino, California 91108.

**PLEDGE OF ALLEGIANCE:** Mayor Ude led the Pledge of Allegiance.

**ROLL CALL:**           **PRESENT:** Council Member Huang, Council Member Shepherd Romey, Council Member Talt, Vice Mayor Jakubowski, and Mayor Ude

**ABSENT:** None

**PUBLIC COMMENTS**

The following person(s) provided comment:

- Nancy Hoffman

**MOTION TO WAIVE FURTHER READINGS**

Council Member Shepherd Romey moved, seconded by Council Member Huang, to waive the reading of the entire text of the ordinances or resolutions.

Motion passed by the following vote:

**AYES:**           Council Member Huang, Council Member Shepherd Romey, Council Member Talt, Vice Mayor Jakubowski, and Mayor Ude

**NOES:**           None

**ABSTAIN:**       None

**ABSENT:**       None

**CONTINUED BUSINESS**

**I. APPROVAL OF RESOLUTION NO. R-21-04, APPROVING THE SALARY SCHEDULE**

Human Resources Manager Pilch presented the staff report.

The following person(s) provided comment:

None

Council Member Shepherd Romey moved, seconded by Council Member Huang, to adopt Resolution No. R-21-04, approving the Salary Schedule and Y-rating the part-time employees in the Librarian I classification.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Shepherd Romey, Council Member Talt, Vice Mayor Jakubowski, and Mayor Ude  
NOES: None  
ABSTAIN: None  
ABSENT: None

## **2. INTRODUCTION AND FIRST READING OF ORDINANCE NO. O-21-1379 REGARDING PUBLIC NUISANCE PROCEEDINGS**

Community Development Director Cervantes presented the staff report.

The following person(s) provided comment:  
None

Council Member Talt moved, seconded by Council Member Huang, to waive full reading and introduce for first reading by title only, Ordinance No. O-21-1379, an Ordinance of the City of San Marino Amending the San Marino Municipal Code Relating to Nuisance Abatement.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Shepherd Romey, Council Member Talt, Vice Mayor Jakubowski, and Mayor Ude  
NOES: None  
ABSTAIN: None  
ABSENT: None

## **3. APPROVAL OF AN ADDITIONAL FULL-TIME CODE ENFORCEMENT OFFICER POSITION TO THE FY 2020-21 BUDGET**

Community Development Director Cervantes presented the staff report.

The following person(s) provided comment:  
None

Council Member Shepherd Romey moved, seconded by Council Member Huang, to include an additional full-time Code Enforcement Officer to the City's operating budget and approve additional budget appropriations in the amount of \$32,948 in FY 2020-21 to be spread over the affected full-time personnel budget line items as shown in the respective budgets.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Shepherd Romey, and Vice Mayor Jakubowski  
NOES: Council Member Talt and Mayor Ude  
ABSTAIN: None  
ABSENT: None

**NEW BUSINESS**

**4. APPROVAL OF RESOLUTION R-21-02, AMENDING THE CITYWIDE FINANCIAL POLICIES BY AUTHORIZING THE CITY MANAGER TO TRANSFER BUDGETED AMOUNTS BETWEEN THE ACCOUNTS OF SIMILAR CAPITAL PROJECT BUDGETS AND CAPITAL ACQUISITION BUDGETS**

Staff pulled Item 4 from the agenda.

**5. AUTHORIZATION TO UPGRADE EXISTING RADIO EQUIPMENT WITH ENCRYPTION BOARDS FROM FOOTHILL COMMUNICATIONS IN AN AMOUNT NOT TO EXCEED \$17,267 AND APPROVE AN APPROPRIATION FROM THE CAPITAL IMPROVEMENT FUND RESERVES**

Police Chief Incontro presented the staff report.

The following person(s) provided comment:  
None

Council Member Huang moved, seconded by Vice Mayor Jakubowski, to approve the one-time expense to upgrade the existing radio equipment with encryption boards from Foothills Communications, and an appropriation of \$17,267 to account 591-30-0591.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Talt, Vice Mayor Jakubowski,  
and Mayor Ude  
NOES: Council Member Shepherd Romey  
ABSTAIN: None  
ABSENT: None

**CONSENT CALENDAR**

Mayor Ude pulled item 8 to be heard before the Consent Calendar.

**8. RECEIVE AND FILE FINANCIAL REPORT FOR SECOND QUARTER (OCTOBER 2020 THROUGH DECEMBER 2020)**

Finance Director Chung and City Treasurer Han presented the staff report.

The following person(s) provided comment:  
None

Council Member Huang moved, seconded by Council Member Talt, to receive and file the financial report reflecting the City's revenues and expenditures as of December 31, 2020.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Shepherd Romey, Council Member Talt, Vice Mayor Jakubowski, and Mayor Ude  
NOES: None  
ABSTAIN: None  
ABSENT: None

Council Member Shepherd Romey pulled items 14, 15, 17 and 18 from the Consent Calendar.

Council Member Talt moved, seconded by Council Member Huang, to approve consent calendar items 6, 7, 9, 10, 11, 12, 13, 16, 19, 20, and 21.

Motion passed by the following vote for items 6, 7, 9, 10, 13, 16, 19, 20, and 21:

AYES: Council Member Huang, Council Member Shepherd Romey, Council Member Talt, Vice Mayor Jakubowski, and Mayor Ude  
NOES: None  
ABSTAIN: None  
ABSENT: None

Motion passed by the following vote for item 11:

AYES: Council Member Huang, Council Member Shepherd Romey, and Vice Mayor Jakubowski  
NOES: Council Member Talt and Mayor Ude  
ABSTAIN: None  
ABSENT: None

Motion passed by the following vote for item 12:

AYES: Council Member Huang, Council Member Shepherd Romey, Council Member Talt, and Mayor Ude  
NOES: Vice Mayor Jakubowski  
ABSTAIN: None  
ABSENT: None

#### **6. RECEIVE AND FILE THE MONTHLY DISBURSEMENTS REPORT FOR JANUARY 2021**

The City Council received and filed the Monthly Disbursements Report for the month of January 2021.

#### **7. RECEIVE AND FILE CASH AND INVESTMENT REPORT FOR DECEMBER 2020**

The City Council received and filed the Cash and Investment Report for the Month of December 2020.

**9. APPROVAL OF MINUTES**

The City Council approved the minutes of the special closed session meeting of January 08, 2021, the regular meeting of January 13, 2021, and the adjourned meeting of January 29, 2021.

**10. UPDATE ON CITY RESPONSE TO THE COVID-19 PANDEMIC**

The City Council received and filed the February 10, 2021 report on the City's response to the COVID-19 Pandemic.

**11. ADOPTION OF ORDINANCE NO. O-20-1375 REGULATING THIRD PARTY FOOD DELIVERY SERVICE FEES (SECOND READING)**

The City Council waived full reading, read by title only, and adopted Ordinance No. O-20-1375, an ordinance of the City of San Marino amending Chapter 14 (Miscellaneous) of the San Marino Municipal Code to Add Article 19 to Regulate Third Party Food Delivery Service Fees.

**12. ADOPTION OF ORDINANCE NO. O-20-1369 REGARDING THE AMENDMENT OF THE TREE PRESERVATION ORDINANCE (SECOND READING)**

The City Council waived full reading, read by title only, and adopted Ordinance No. O-20-1369, an ordinance of the City of San Marino regarding the preservation of trees and amending the San Marino Municipal Code.

**13. ADOPTION OF ORDINANCE NO. O-21-1380 AMENDING THE CITY BUILDING CODE RELATED TO ROOFING MATERIALS (SECOND READING)**

The City Council waived full reading, read by title, and adopted Ordinance No. O-21-1380, an Ordinance of the City of San Marino Amending the City Building Code Relating to Roofing Materials, and Amending Chapter XXV of the San Marino City Code.

**16. APPROVAL TO PURCHASE SWIFT WATER RESCUE EQUIPMENT USING FIRE DEPARTMENT DONATION ACCOUNT FUNDS**

The City Council approved a Fiscal Year 2020-21 expenditure budget amendment by appropriating \$1,423.44 to the Donations Fund's Non-Capitalized Equipment – Fire (Account 281-34-4399-0000) for the purchase of swift water rescue equipment.

**19. MEMORANDUM OF UNDERSTANDING WITH THE AMERICAN RED CROSS TO PROVIDE EMERGENCY SERVICES IN THE CITY**

The City Council approved the Memorandum of Understanding between the City of San Marino and the American Red Cross, Los Angeles Region for the American Red Cross to provide emergency services in the City with American Red Cross personnel and authorized the City Manager to execute the agreement with the American Red Cross, Los Angeles Region on behalf of the City.

**20. CALIFORNIA STATE LIBRARY REPORT**

The City Council received and filed the fiscal year 2019-2020 Annual Public Library Survey that the City Librarian has filed with the State Library.

**21. ACCEPTANCE OF DONATION FROM MS. LOIS DERRY**

The City Council 1) accepted the donation of \$1,000 from Ms. Lois Derry; 2) approved the fiscal year 2020-2021 revenue budget amendment of \$1,000 to recognize a gift of \$1,000 in the Donations Fund (Acct. 281-92-3601-0000: Children's Materials Donation); and 3) approved the fiscal year 2020-2021 expenditure budget amendment of \$1,000 to the Donations Fund (Acct. 281-4370-0000: Children's Materials-Other).

**PULLED CONSENT CALENDAR ITEMS**

**14. AWARD OF A PROFESSIONAL DESIGN SERVICES AGREEMENT IN THE AMOUNT OF \$73,075 TO DUDEK OF ENCINITAS FOR LIFT STATION IMPROVEMENT PROGRAM PROJECT NO. 21-8022**

Parks and Public Works Director Throne answered questions from the City Council.

The following person(s) provided comment:  
None

Council Member Talt moved, seconded by Council Member Huang, to award a professional design services agreement in the amount of \$73,075 to Dudek of Encinitas, California for the preparation of plans, specifications and cost estimates for the lift station improvement program, authorize the City Manager to execute the agreement on behalf of the City, and authorize the Director of Public Works authority to issue design change orders not to exceed \$7,500.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Shepherd Romey, Council Member Talt, Vice Mayor Jakubowski, and Mayor Ude  
NOES: None  
ABSTAIN: None  
ABSENT: None

**15. AUTHORIZATION FOR THE PROCUREMENT AND INSTALLATION OF TWO COMMUNICATION CALL CENTER CONSOLES FOR THE 9-1-1 DISPATCH CENTER IN THE AMOUNT OF \$38,899.96 FROM RUSS BASSETT CORPORATION**

Police Chief Incontro answered questions from the City Council.

The following person(s) provided comment:  
None

Council Member Talt moved, seconded by Vice Mayor Jakubowski, to approve the procurement and installation of 2 communication center consoles, in an amount not to exceed \$38,899.96 from Russ Bassett Corporation.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Talt, Vice Mayor Jakubowski, and Mayor Ude  
NOES: Council Member Shepherd Romey  
ABSTAIN: None  
ABSENT: None

**17. APPROVAL OF STATE HOMELAND SECURITY PROGRAM GRANT FOR PURCHASE OF AUTOMATED LICENSE PLATE READERS**

Chief Incontro answered questions from the City Council.

The following person(s) provided comment:  
None

Vice Mayor Jakubowski moved, seconded by Council Member Talt, to authorize the City Manager to enter into the subrecipient agreement with the County of Los Angeles for the 2019 State Homeland Security Program.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Shepherd Romey, Council Member Talt, Vice Mayor Jakubowski, and Mayor Ude  
NOES: None  
ABSTAIN: None  
ABSENT: None

**18. APPROVAL OF NOTICE OF COMPLETION FOR STREET  
REHABILITATION PROGRAM PROJECT NO. 19-9271**

Director Throne answered questions from the City Council.

The following person(s) provided comment:  
None

Council Member Huang moved, seconded by Council Member Talt, to accept street rehabilitation program project number 19-9271 constructed by All American Asphalt of Corona as complete and authorize the City Clerk to file the Notice of Completion.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Shepherd Romey, Council  
Member Talt, Vice Mayor Jakubowski, and Mayor Ude  
NOES: None  
ABSTAIN: None  
ABSENT: None

**PUBLIC COMMENTS**

None

**FUTURE AGENDA ITEMS**

The City Council requested the below item(s) for future City Council agendas.

- Program to Honor Students Graduating from 5<sup>th</sup>, 8<sup>th</sup>, and High School.
- Joining a consortium of local governments regarding maintaining local control.

**WRITTEN COMMUNICATIONS OR PUBLIC WRITINGS DISTRIBUTED**

None

**ADJOURNMENT**

Mayor Ude adjourned the regular meeting at 8:05 p.m.

  
CHRISTINA BAKER  
CITY CLERK