

**MINUTES
SPECIAL MEETING
OF THE SAN MARINO CITY COUNCIL
WEDNESDAY, OCTOBER 14, 2020 AT 4:00 P.M.
SAN MARINO CENTER**

CALL TO ORDER: Mayor Shepherd Romey called the special meeting to order at 4:00 p.m. in the San Marino Center, located at 1800 Huntington Drive, San Marino, California 91108.

PLEDGE OF ALLEGIANCE: Mayor Shepherd Romey led the Pledge of Allegiance.

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

ABSENT: None

PUBLIC COMMENTS

The following person(s) spoke:
None

CLOSED SESSION

At 4:02 p.m., the Council recessed to closed session to discuss the following items:

- I. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957
Title: City Manager**

At 5:45 p.m. the Council reconvened to open session.

CLOSED SESSION REPORT

On Item I: The City Council conducted the performance evaluation of the City Manager and there was no reportable action.

ADJOURNMENT

Mayor Shepherd Romey adjourned the meeting at 5:47 p.m.


AMANDA MERLO
ACTING CITY CLERK

**MINUTES
SPECIAL MEETING
OF THE SAN MARINO CITY COUNCIL
WEDNESDAY, OCTOBER 14, 2020 AT 6:00 P.M.
SAN MARINO CENTER**

CALL TO ORDER: Mayor Shepherd Romey called the special meeting to order at 6:04 p.m. in the San Marino Center, located at 1800 Huntington Drive, San Marino, California 91108.

PLEDGE OF ALLEGIANCE: Mayor Shepherd Romey led the Pledge of Allegiance.

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

ABSENT: None

PUBLIC COMMENTS

The following person(s) spoke:
None

Acting City Clerk Merlo read written comments from the following people:
Shirley Jagels
Graziella Almanza

CITY MANAGER'S REPORT

City Manager Marlowe discussed the agenda and shared items of interest with the City Council and community.

MOTION TO WAIVE FURTHER READINGS

Council Member Huang moved, seconded by Vice Mayor Ude, 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 Jakubowski, Council Member Talt, Vice Mayor Ude, and Mayor Shepherd Romey

NOES: None

ABSTAIN: None

ABSENT: None

CONSENT CALENDAR:

City Manager Marlowe requested to pull Item 4 from the consent calendar for discussion.

Council Member Talt moved, seconded by Council Member Huang, to approve consent

calendar Items 1,2, 3, 5, 6, 7, 8, 9, 11, 12 and 13.

Motion passed by the following vote:

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

1. RECEIVE AND FILE MONTHLY DISBURSEMENTS REPORT FOR SEPTEMBER 2020

The City Council received and filed the Monthly Disbursements Report for the month of September 2020.

2. RECEIVE AND FILE CASH AND INVESTMENT REPORT FOR AUGUST 2020

The City Council received and filed the Cash and Investment report for the month of August 2020.

3. COMMITMENT OF DONATIONS FUND YEAR-END BALANCE RESERVES

The City Council adopted Resolution No. R-20-23 to commit the balance of \$310,062 in the Donations Fund as of June 30, 2020.

5. BUDGET AMENDMENTS: FY 2019-20 CARRYOVERS AND UPDATES TO FY 2020-21 RE-BUDGETS

The City Council approved the requested FY 2019-20 carryovers and updates to FY 2020-21 re-budgets and amended the operating and capital budgets for fiscal year 2020-21 as recommended by staff and as noted on Attachments 1 and 2 to the staff report.

6. APPROVAL OF MINUTES

The City Council approved the minutes of the special meeting of the City Council of September 9, 2020 and special meeting of September 25, 2020.

7. REPORT ON COVID-19 RESPONSE PROGRAMS

The City Council received and filed the October 14, 2020 report on the City's response to the COVID-19 Pandemic.

8. ADOPTION OF RESOLUTION R-20-25 CHANGING THE LOCATION OF REGULAR COUNCIL MEETINGS DURING THE COVID-19 PANDEMIC

The City Council adopted Resolution R20-25, a Resolution of the City Council of the City of San Marino, California, changing the location of the Regular and Adjourned Regular City Council meetings to the San Marino Center.

9. APPROVAL OF AMENDMENT NO. 1 TO THE PROFESSIONAL DESIGN SERVICES AGREEMENT WITH CRANE ARCHITECTURAL GROUP FOR A REVISED CONCEPTUAL DESIGN FOR THE SAN MARINO CENTER RENOVATION PROJECT BY INCREASING THE ORIGINAL AGREEMENT COMPENSATION BY \$18,105

The City Council approved Amendment No. 1 to the professional design services agreement with Crane Architectural Group and increased the compensation amount in the original agreement by \$18,105.

10. AWARD OF A PROFESSIONAL SERVICES AGREEMENT IN THE AMOUNT OF \$47,950 TO 4LEAF, INC. FOR THE SAN MARINO 2021-2029 HOUSING ELEMENT AND SAFETY ELEMENT UPDATE

The City Council awarded the bid for the 2021-2029 Housing Element and Safety Element update consulting services to 4LEAF, Inc. in the amount of \$47,950.

11. APPROVAL TO PROCURE TWO TRAFFIC SIGNAL CONTROLLER CABINETS AND FIFTEEN TRAFFIC SIGNAL HEADS FROM SIEMENS MOBILITY, INC., IN AN AMOUNT NOT TO EXCEED \$74,200.79

The City Council approved the procurement and installation of two traffic signal controller cabinets at Del Mar Avenue at Huntington Drive and Gainsborough Drive at Huntington Drive and all the 8-inch traffic signal heads located at Los Robles Avenue at Monterey Road and Los Robles Avenue at Wilson Avenue by Siemens Mobility, Inc., in an amount not to exceed \$74,200.79.

12. RESPONSE TO LA COUNTY GRAND JURY REPORT "A DIET FOR LANDFILLS: CUTTING DOWN ON FOOD WASTE"

The City Council authorized the Mayor to submit responses to the Los Angeles County 2019-2020 Grand Jury Report 'A Diet for Landfills: Cutting Down on Food Waste,' as set forth in the draft response letter that is attached hereto, as amended and modified by the City Council.

13. RESPONSE TO LA COUNTY GRAND JURY REPORT REGARDING THE SAN MARINO POLICE DEPARTMENT

The City Council authorized the Police Chief to submit the responses from the San Marino Police Department to the Los Angeles County 2019-2020 Grand Jury Report

as set forth in the draft response letter that is attached hereto.

CONSENT CALENDAR ITEMS PULLED FOR DISCUSSION

4. RECEIVE AND FILE FINANCIAL REPORT FOR THE FOURTH QUARTER (APRIL 2020 THROUGH JUNE 2020)

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

The following person(s) spoke:
None

Council Member Jakubowski moved, seconded by Council Member Huang, to receive and file the financial report reflecting the City's revenues and expenditures.

Motion passed by the following vote:

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

PUBLIC HEARING

14. APPEAL OF DESIGN REVIEW NOS. DRC19-27HP AND DRC19-28, 2275 OAK KNOLL AVE., (LUI/LCRA)

Community Development Director Cervantes presented the staff report for this item.

Mayor Shepherd Romey opened the public hearing.

The following person(s) spoke:
Richard McDonald, applicant's representative
Adele Chang, applicant's architect
Shirley Jagels, appellant
Luyi Khasi
Diana Han
Elaine Lu
Lucy Huang
Peter Sinclair
Karen Habib
Sean Acosta
Conisa Lew

Acting City Clerk Merlo stated written comments had been received by the following people:

Vivian Wong
John Barber
Michelle Zhang
Sean Acosta
Elaine Lu
Peter Sinclair
Lucy Huang
Nixon and Diana Han
Lan Yang
Edward Chang

Council Member Talt moved, seconded by Vice Mayor Ude, to refer the matter back to the Planning Commission with the instructions that new notice be provided to the legal neighborhood in writing, as required under the code, and published in the paper as if it were a first hearing.

Motion passed by the following vote:

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

15. APPEAL OF DESIGN REVIEW NO. DRC 19-57HP, 1215 SAINT ALBANS RD., (WANG/DIG INC.)

Community Development Director Cervantes presented the staff report for this item.

Mayor Shepherd Romey opened the public hearing.

The following person(s) spoke:
Richard McDonald, applicant's representative
Alex Chang, applicant's architect
Shirley Jagels, appellant

Vice Mayor Ude moved, seconded by Council Member Talt, to refer the matter back to the Planning Commission so the Planning Commission could review the revised plans.

Motion passed by the following vote:

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

WRITTEN COMMUNICATIONS OR PUBLIC WRITINGS DISTRIBUTED

None

PUBLIC COMMENTS

The following person(s) spoke:

None

ADJOURNMENT

Mayor Shepherd Romey adjourned the meeting at 8:53 p.m.



AMANDA MERLO
ACTING CITY CLERK