

# CITY OF SAN MARINO

## CITY COUNCIL AGENDA

Ken Ude, Mayor  
Susan Jakubowski, Vice Mayor  
Steven W. Huang, DDS, Council Member  
Gretchen Shepherd Romey, Council Member  
Steve Talt, Council Member  
Marcella Marlowe, Ph.D., City Manager



[www.cityofsanmarino.org](http://www.cityofsanmarino.org)  
(626) 300-0700 Phone  
(626) 300-0709 Fax  
City Hall Council Chamber  
2200 Huntington Drive  
San Marino, CA 91108

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### SPECIAL MEETING OF THE SAN MARINO CITY COUNCIL FRIDAY, JUNE 25, 2021 AT 8:30 A.M. SAN MARINO CENTER 1800 HUNTINGTON DRIVE SAN MARINO, CA 91108

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 2<sup>nd</sup> Wednesday of every month at 6:00 p.m. Typically, adjourned meetings are held on the last Friday of every month at 8:30 a.m.

In compliance with the Americans with Disabilities Act, any person with a disability who requires a reasonable modification or accommodation in order to participate in a meeting should contact the City Clerk via email at [cityclerk@cityofsanmarino.org](mailto:cityclerk@cityofsanmarino.org) or by phone at (626) 300-0705 prior to the meeting for assistance.

#### **PURSUANT TO EXECUTIVE ORDER N-29-20**

Members of the City Council may teleconference into the meeting without noticing each teleconference location from which a member will be participating in a public meeting.

#### **CORONAVIRUS DISEASE (COVID-19) ADVISORY**

As a precaution to protect both staff, our constituents, and elected officials, the City is asking members of the public to follow the State Health Department's guidance on mask wearing if attending this meeting. **Given the seriousness of COVID-19, you are encouraged to watch or listen to the meeting from home, or provide input electronically, if you do not feel comfortable attending in person.**

Members of the public may observe and offer comment at this meeting telephonically or otherwise electronically:

- 1) Public comment will be accepted by email to [cityclerk@cityofsanmarino.org](mailto:cityclerk@cityofsanmarino.org) before or during the meeting, prior to the close of public comment on an item, to be read by the City Clerk during public comment. Lengthy public comment may be summarized in the interest of time.

- 2) Public comment will be accepted electronically via the zoom.us teleconference module.

**How to participate in the meeting from home:**

- 1) Via Computer for Video Streaming:  
Website: <https://us02web.zoom.us/j/86456542306>  
Meeting ID: 864 5654 2306
- 2) Via Phone for Audio Only:  
Phone Number: (669) 900-9128  
Meeting ID: 864 5654 2306  
Submit Public Comments via email:  
Email: [cityclerk@cityofsanmarino.org](mailto:cityclerk@cityofsanmarino.org)

**CALL TO ORDER****PLEDGE OF ALLEGIANCE**

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

**POSTING OF AGENDA**

The special meeting agenda is posted 24 hours prior to each special meeting at the following locations: City Hall, 2200 Huntington Drive, the Crowell Public Library, 1890 Huntington Drive, and the Recreation Department, 1560 Pasqualito Drive. The special meeting agenda is also posted on the City's website: <http://www.cityofsanmarino.org>.

**NEW BUSINESS****I. CONSIDERATION OF CITY CLUB REQUEST TO WAIVE THE LACY PARK PERMIT FEE FOR THE INDEPENDENCE DAY VIP PAVILION**

Recommendation: The City Club has requested the City Council waive the group activity fee for Lacy Park for the City Club's 2021 VIP Pavilion.

**ADJOURNMENT**

Dated: June 22, 2021  
Posted: June 22, 2021

CHRISTINA BAKER  
CITY CLERK



# City of San Marino

## Staff Report

Ken Ude, Mayor  
Susan Jakubowski, Vice Mayor  
Steven W. Huang, DDS, Council Member  
Gretchen Shepherd Romey, Council Member  
Steve Talt, Council Member

TO: Mayor and City Council

FROM: Marcella Marlowe, Ph.D., City Manager

DATE: June 25, 2021

**SUBJECT: CONSIDERATION OF CITY CLUB REQUEST TO WAIVE THE LACY PARK PERMIT FEE FOR THE INDEPENDENCE DAY VIP PAVILION**

### STRATEGIC PLAN CRITICAL SUCCESS FACTORS

- Engaged and Connected Residents
- Efficient, Responsive, and Effective City Services
- Fiscally Responsible and Transparent City Government

### BACKGROUND

Historically, the City of San Marino hosts a grand Independence Day event annually on July 4<sup>th</sup> of every given year. The day kicks off with the Blecksmith 5K Run, then continues with the Independence Day Parade, and concludes with a program of events and fireworks at a full-to-capacity Lacy Park fireworks show. (Please note that neither the run, nor the parade, is sponsored by the City.) The event is the centerpiece of our community engagement efforts throughout the year.

In 2020, the event was cancelled due to COVID-19. On April 30, 2021, the City Council decided, on a split 3/2 vote, to again not hold the event in 2021 largely as a result of the health protocols in place at the time and the challenge for staff in having only two months to plan for an event that typically takes six months. On June 9, 2021, as a result of the changed health protocols, the City Council unanimously directed staff to host the Independence Day celebration, to be as similar as possible to our “normal” event.

Upon inquiry, Rotary declined to run the parade, but City Club was excited about hosting its “VIP Pavilion.” As planning has begun in earnest, City Club is requesting consideration from the City regarding the required activity fee to use Lacy Park.

## **DISCUSSION**

City Club President Kelly Ryan has requested that the City waive the \$145 Lacy Park fee. The fee was paid to the City on June 22, 2021. The San Marino Municipal Code does not give the City Manager the authority to waive fees of any amount. As a result, Council deliberation and action are required. If the Council agrees to waive the fee, the City will return the \$145 check to City Club.

## **FISCAL IMPACT & PROCUREMENT REVIEW**

If the City waives the \$145 activity fee for Lacy Park, that will be lost revenue.

Procurement review is not applicable.

## **LEGAL REVIEW**

The City Attorney has reviewed and approved this report as to form.

## **RECOMMENDATION**

City Club has requested that the City waive the \$145 Lacy Park activity fee. If the City Council concurs with City Club's request, an appropriate motion would be:

"I move to waive the group activity fee for Lacy Park for the City Club's 2021 VIP Pavilion."

## **ATTACHMENTS**

None.

