

**CITY OF SAN MARINO**  
**CITY COUNCIL AGENDA**

*Steven W. Huang, DDS, Mayor*  
*Gretchen Shepherd Romey, Vice Mayor*  
*Susan Jakubowski, Council Member*  
*Steve Talt, Council Member*  
*Ken Ude, 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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**ADJOURNED MEETING**  
**FRIDAY, JANUARY 25, 2019**  
**8:00 A.M.**  
**CROWELL PUBLIC LIBRARY (BARTH ROOM)**  
**1890 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 8:00 a.m.

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

**POSTING OF AGENDA**

The agenda is posted 72 hours prior to each 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 agenda is also posted on the City's Website: <http://www.cityofsanmarino.org>

**PUBLIC COMMENTS**

The City Council welcomes public input. Members of the public may address the City Council by completing a public comment card and giving it to the City Clerk prior to the meeting. At this time, the public may address the City Council on items that are not on the agenda. Pursuant to state law, the City Council may not discuss or take action on issues not on the meeting agenda (Government Code Section 54954.2). The Mayor reserves the right to place limits on duration of comments. Staff may be asked to follow up on such items.

**NEW BUSINESS****1. AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS FOR NON-PROFIT ORGANIZATION TO DESIGN AND FUNDRAISE TO REBUILD THE LACY PARK ROSE ARBOR, AUTHORIZATION TO RETURN DONOR PLAQUES IF REQUESTED, AND AUTHORIZATION TO REVIVE THE LACY PARK LANDSCAPING COMMITTEE**

Recommendation: Staff recommends the City Manager develop and issue a Request for Proposals for the purpose of designing and fundraising for the replacement of the Lacy Park rose arbor, return donor plaques if so requested, and revive the Lacy Park landscaping committee.

**2. END OF YEAR CRIME UPDATE**

Recommendation: Staff recommends that the End of Year Crime Update be discussed by Council and if necessary, provide direction to the Public Safety Commission to prioritize items for discussion.

**3. INITIAL BRAINSTORMING FOR FY20 PRIORITY INITIATIVES**

Recommendation: Staff recommends that Council engage in a brainstorming session to identify the priority initiatives they would like staff to research further and take to the community for their input.

**WRITTEN COMMUNICATIONS OR PUBLIC WRITINGS DISTRIBUTED**

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

**ADJOURNMENT**

The San Marino City Council will adjourn to a regular meeting to be held on **WEDNESDAY, FEBRUARY 13, 2019, at 6:00 P.M.** in the City Hall Council Chambers, 2200 Huntington Drive, San Marino, California.

Dated: January 18, 2019  
Posted: January 18, 2019

AMANDA FOWLER  
ACTING CITY CLERK

**City of San Marino**  
**AGENDA REPORT**



*Steven W. Huang, DDS, Mayor*

*Gretchen Shepherd Romey, Vice-Mayor*

*Susan Jakubowski, Council Member*

*Steve Talt, Council Member*

*Ken Ude, Council Member*

TO: MAYOR AND CITY COUNCIL

FROM: MARCELLA MARLOWE, PH.D., CITY MANAGER

BY: MICHAEL THRONE, PE, DIRECTOR OF PARKS  
AND PUBLIC WORKS/CITY ENGINEER

DATE: JANUARY 25, 2019

SUBJECT: AUTHORIZATION TO ISSUE A REQUEST FOR  
PROPOSALS FOR A NON-PROFIT ORGANIZATION TO  
DESIGN AND FUNDRAISE TO REBUILD THE LACY  
PARK ROSE ARBOR, AUTHORIZATION TO RETURN  
DONOR PLAQUES IF REQUESTED, AND  
AUTHORIZATION TO REVIVE THE LACY PARK  
LANDSCAPING COMMITTEE

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**STRATEGIC PLAN CRITICAL SUCCESS FACTORS**

- Engaged and Connected Residents
- Efficient, Responsive, and Effective City Services
- Well-Maintained Infrastructure
- Fiscally Responsible and Transparent City Government
- Inviting and Relevant City Facilities

**BACKGROUND**

The Lacy Park rose arbor was removed in 2016 due to concerns over its structural stability and potential possibility of collapse. Initial concept plans to replace the arbor were developed without community input and when presented in 2017 to the public they were not well received. In early 2018, the Parks and Public Works department reset the project and meet with over 60 interested community members (including the Design Review Commission and the City Council) to gather input. This report summarizes those meetings and recommends next steps.

**DISCUSSION**

Lacy Park Rose Arbor: After the community meetings, it was apparent that a majority of the residents interested in the project favored restoring the rose arbor to its 2005 design and utilizing more durable and longer-lasting materials. There are two possible approaches to achieving the goal of constructing the replacement arbor: City-funded capital improvement or volunteerism.

- City-funded Project—If design and fundraising are performed by the City it will involve the establishment and funding of a capital improvement project. Site design and specifications can

**AGENDA ITEM NO. 1**

be performed by the City Engineer but all structural engineering would have to be performed by a consulting engineer. Fundraising activities would be performed by City personnel, which requires a skill-set that may not be currently available with existing employees. There are also the factors of time/resource competition from other capital improvements identified by the City Council in its 5-year capital improvement plan that might result in project delays.

- **Volunteer Project**—In lieu of assigning City personnel to manage consultants, perform engineering work and be active in community fundraising, the City could request proposals from qualified non-profit organizations. The non-profit (which could be created specifically for this project) would be selected by the City Council. The non-profit would be responsible for fundraising and submitting a design that is acceptable to the community. To ensure accountability and commitment to deliver a funded project the City could construct, an agreement would be prepared by the City Attorney that would entail roles, responsibilities, deliverables and time frames in a fashion similar to the standard consultant professional services agreement. This approach increases the efficiency to deliver a project for the City Council to approve by removing the City from daily project management and eliminates the City-funded capital improvement costs for design and construction. Furthermore, contracting with an organized group is more efficient than City personnel locating and managing individual volunteers.

It is therefore recommended that a solicitation for proposals for design services and fundraising activities be prepared and circulated. If the solicitation is unsuccessful, a city-funded design request will be submitted to the City Council for consideration into the upcoming FY 2019/20 capital improvement budget.

Arbor Donation Plaques: After the demolition of the rose arbor, the plaques identifying the donors were removed and kept in safe keeping. Recently, donors and their families have requested that the plaques commemorating their loved ones be returned to them until such time as the City has determined the next steps of the arbor replacement. It is recommended that the City Council allow the return of the plaques if so requested by the donors/donor families and that the City keep records of the transmittal in the event that the donors/donor families might seek to have the plaques placed on the replacement arbor.

Lacy Park Ad-hoc Landscaping Committee: In years past, the Parks and Public Works department hosted a landscape committee open to all community members, i.e., no fixed membership, to solicit ideas and suggestions related to park maintenance and improvements. It is fitting that as Lacy Park is nearing its centennial, this is a good time to restart the committee and include in its focus our median parks. It is recommended that as part of the City's volunteer program, notice be published inviting interested residents to attend quarterly meetings that would be hosted at Lacy Park by the Department.

## **FISCAL IMPACT**

Lacy Park Rose Arbor: Many comments were received from the community regarding the potential cost to replace the arbor and the interest in having the City refrain from fully-funding the design and construction work and, in lieu, seek contributions from interested persons and groups.

- **City-Funded Project**—It is estimated that the cost to design and prepare plans and specifications would be in the range of \$10,000 to \$20,000 of capital improvements. It is difficult to estimate

the amount of staff hours necessary to perform fundraising activities and it would certainly be very labor intensive if it is to succeed.

- Volunteer Project—Issuing a request for proposals could result in a community-driven project with very minimal use of staff time and \$0 of capital funding. With this approach, the City Council, upon receipt of a suitable design, could complete any gaps in construction funding that was not secured through donations.

Regardless of who performs the design and fundraising, once a design is approved and is fully-funded, the City would bid and award the work, and act as construction managers because of the experience the City has in implementing public construction contracts.

Arbor Donation Plaques: There is no fiscal impact of returning donor plaques to donors/donor families.

Lacy Park Ad-hoc Landscaping Committee: It is estimated that staffing a renewed community committee would involve approximately 8-hours per quarterly meeting or 32 hours per year (approximately \$2,500).

### **RECOMMENDATION**

If the City Council concurs with staff's recommendation, an appropriate motion would be:

“I move to authorize the City Manager to develop and issue a Request For Proposals from qualified non-profit organizations for the purpose of designing and fundraising for the replacement of the Lacy Park rose arbor.”

“I move to direct the City Manager to return Lacy Park rose arbor donor plaques to donors and/or their families if so requested.”

“I move to direct the City Manager to revive the ad-hoc Lacy Park landscaping committee for the purposes of gathering community input concerning maintenance and improvements to Lacy Park and median parks.”

**City of San Marino**  
**AGENDA REPORT**



TO: MAYOR AND CITY COUNCIL  
FROM: MARCELLA MARLOWE, PH.D., CITY MANAGER  
BY: JOHN N. INCONTRO  
DATE: JANUARY 25, 2019  
SUBJECT: END OF YEAR CRIME UPDATE REPORT

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

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**STRATEGIC PLAN CRITICAL SUCCESS FACTORS**

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

**BACKGROUND**

On March 25, 2016 a Crime Reduction Plan was presented to the City Council outlining five areas that would assist the Department's effort to reduce crime. The Department's last report was October 26, 2018. Since that time Part 1 crimes have been reduced, including residential and commercial burglaries, along with larcenies this year to date. The Department continues to work steadily to maintain these decreases in all Part 1 crimes.

**DISCUSSION**

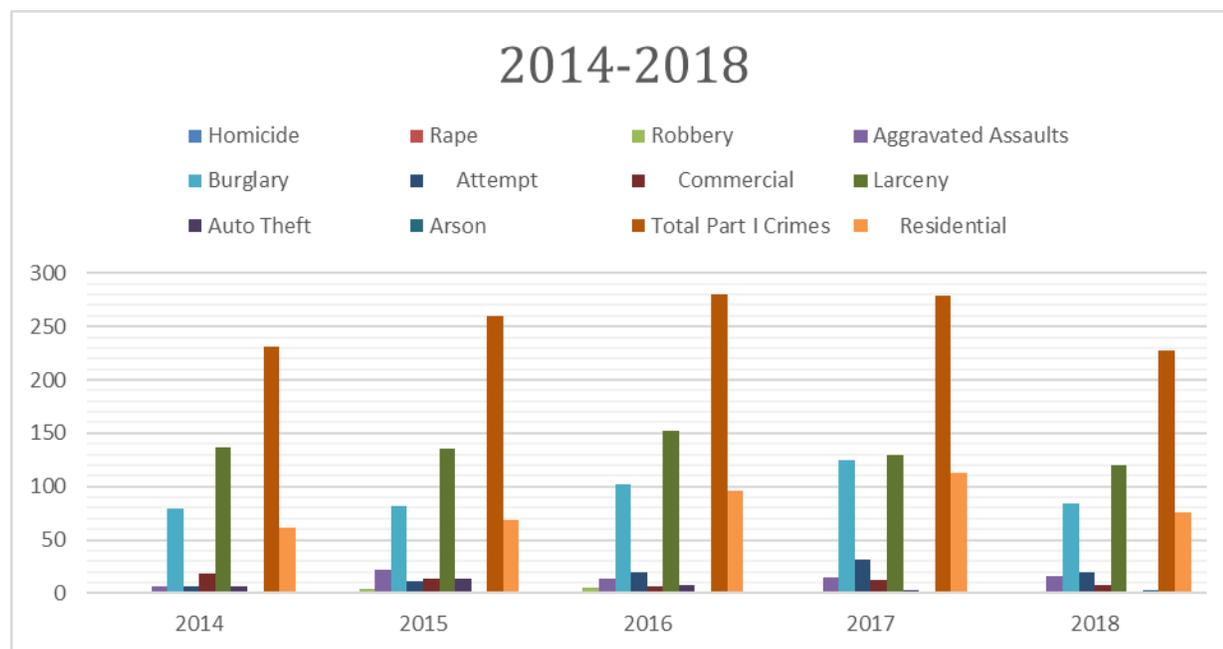
The results of our work toward the reduction of crime in 2018 was a success. Overall, the number of Part 1 Crimes was slightly below the 2014 crime numbers by three crimes. A comparison of end of year 2017 statistics for Part I crimes compared to the same for 2018 reflected a decrease of 18.28% or 51 less crimes. We had 37 less residential burglaries this year compared to last for a 32.74% decrease, 33.33% less commercial burglaries and 37.5% less attempted burglaries. Additionally, we had 10 less larcenies in 2018, for a 7.69% decrease. The department had three areas within Part I crimes that showed a small increase, Rape, 1 crime, Aggravated Assaults one more than 2017 and Arson. The rape was determined to be unfounded and there were nine domestic violence cases, all nine resulting in an arrest. The other cases were not domestic violence related and did not show any pattern. Officers responding to the domestic violence cases provided the victims with resource information and when applicable assisted with obtaining a temporary domestic violence restraining order.

An analysis of our burglaries showed that one consistent act our residents can do is obtain a security system and use it. In 2018 we had 81 residential burglaries, 37 homes had alarms, 44 did not and of the 37 homes with alarms only 24 were activated. The importance of having a security system that includes cameras does act as a deterrence. The department made ten arrests and those arrests resulted in clearing a total of 11 burglaries.

In 2018 the City experienced 120 thefts or a decrease of 7.69% this year compared to last year. Of the 120 thefts a majority of the thefts were from unlocked vehicles and 19 were package thefts. The Department will place an emphasis on the reduction of thefts from a vehicle in 2019. Our Hide it, Lock it, Keep it program will be utilized during all community engagement opportunities. The department utilized a tracking device 11 times this past year in an effort to reduce thefts. Unfortunately we did not have any success with the device. We have met with other police agencies and the District Attorney’s office in Alhambra to develop a program that will be more successful in the future.

Year-end statistics for neighboring cities were not available at the time of this report.

**STATISTICAL INFORMATION**



**CRIME REDUCTION**

- Continue to use Pasadena PD Air Support Resources.
- Officer initiated contacts had a significant increase this year contributing to our crime reduction.

- We have deployed our GPS tracking device 11 times this year.

### **INVESTIGATIVE FOLLOW UP**

- The Detective Bureau filed 144 cases for prosecution with the Alhambra District Attorney's Office
- Seventeen search warrants were served the last six months of the year.

### **COMMUNITY ACTION:**

- Officers contacted 280 residents throughout the City to increase Neighborhood Watch membership, 73 residents expressed interested in participating.
- Conducted 21 Neighborhood Watch Meetings and 6 community meetings.
- The first Community Police Academy was held and will be repeated three times in 2019
- We hosted four Coffee with a Cop events in 2018.

### **PERSONNEL AND TECHNOLOGY**

- One recruit officer is currently in training at the Los Angeles County Sheriff's Academy
- Our applications for the five vacancies for Police Officer have slowed considerably, and one of our goals for 2019 will be developing a plan with Human Resources to fill our vacancies.
- We continue to utilize Nixle and social media to reach out to our community.

2014-2018					
	2014	2015	2016	2017	2018
Homicide	0	0	0	0	0
Rape	0	1	0	0	1
Robbery	2	4	5	1	2
Aggravated Assaults	6	22	13	15	16
Burglary	79	82	102	125	84
<i>Residential</i>	61	68	96	113	76
<i>Attempt</i>	7	11	19	32	20
<i>Commercial</i>	18	14	6	12	8
Larceny	137	136	152	130	120
Auto Theft	7	14	8	3	2
Arson	0	0	0	0	3
<b>Total Part I Crimes</b>	<b>231</b>	<b>260</b>	<b>280</b>	<b>279</b>	<b>228</b>
Priority 1 CFS	187	197	214	238	335
Priority 1 CFS Response Time	1:58	2:33	2:16	3:06	3:04
Priority 2 CFS	2857	3127	3666	5521	6159
Priority 2 CFS Response Time	3:51	3:34	3:43	4:43	4:33
Priority 3 CFS	3462	3127	2579	2777	3279
Priority 3 CFS Response Time	2:39	3:34	4:15	3:01	3:13
Calls for Service	17409	15630	17823	25455	33429
<i>Citizen initiated</i>	5262	5894	8715	12542	12975
<i>Officer initiated</i>	12147	9736	9108	10615	17857
<i>Walk In</i>	144	166	1595	2298	2597
<i>Total Calls Received</i>	30655	32217	34597	45194	45162
<b>Total Arrests</b>					
<i>Adult</i>	479	192	202	200	166
<i>Juvenile</i>	9	2	15	1	4
<b>Reports Taken All</b>	1181	1121	1118	1054	1073
Traffic Collisions	213	192	236	225	229
<i>Fatal</i>	0	0	0	1	0
<i>Hit &amp; Run</i>	32	38	36	37	39
<i>Injury</i>	52	71	61	78	82
<i>Non-Injury</i>	129	83	140	109	108
<b>Citations</b>					
<i>Moving Citations</i>	2811	2047	1678	935	1327
<i>Hazardous/Equipment/Other</i>	427	142	295	181	158
<i>Parking</i>	1910	1836	1735	816	1877

**FISCAL IMPACT**

No fiscal impact at this time.

**RECOMMENDATION**

Staff recommends that the End of Year 2018 Crime Update be discussed by Council and if necessary, provide direction to the Public Safety Commission to prioritize items for discussion.

**ATTACHMENTS**

None.

**City of San Marino**  
**AGENDA REPORT**



TO: MAYOR AND CITY COUNCIL  
FROM: MARCELLA MARLOWE, PH.D., CITY MANAGER  
BY: AMANDA FOWLER, ASST TO THE CITY MANAGER  
DATE: JANUARY 25, 2019  
SUBJECT: INITIAL BRAINSTORMING FOR FY20 PRIORITY INITIATIVES

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

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**STRATEGIC PLAN CRITICAL SUCCESS FACTORS**

- Engaged and Connected Residents
- Efficient, Responsive, and Effective City Services
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**BACKGROUND**

At the January 4, 2019 City Council meeting, City staff presented the departmental operational plans to the City Council. These operational plans represent the programs that are continuously managed by each department, year in and year out. These are generally static and do not change, unless a budget reduction is directed that requires the elimination of program areas. In other words, operational plans show a department's normal day-to-day business.

Staff also gave an overview of the priority initiatives their departments have undertaken this year. These initiatives reflect the special projects that a department might take on in a given year. These projects take extra resources and must be accomplished while still maintaining the department's normal course of business. Some priority initiatives will be completed over the course of the one fiscal year and simply fall off the list, while others will be "launched" in that fiscal year but then become part of the department's normal operating business in future years.

Last year, these priority initiatives came from multiple sources, including the strategic planning process, department budget goals, and ad-hoc council direction that arose at various points during the year. To do a better job at creating a comprehensive and consciously-adopted work plan for FY 19-20, we will use today to begin the process of creating next year's citywide list of priority initiatives.

## **DISCUSSION**

Today is only the first step in the process of choosing our priority initiatives for FY 19-20. The full process will be as follows:

- In today's meeting, Council will conduct an initial brainstorming session on what you might be interested in seeing as priority initiatives for next year, guided by the City's eight Critical Success Factors. To jumpstart the brainstorming process, the Council Budget Liaisons (Council Members Ude and Jakubowski), have asked the Executive Team to provide initial suggestions after considering the current state of the organization. After that, Council Members will add your ideas. After all potential ideas have been added, the City Council will do an initial, preliminary paring down of the list so that we leave today with a list of initiatives that Council is interested in hearing more about (which may or may not ultimately be selected).
- Before the February 22 Council meeting when we will reconsider this topic, City staff will do two things to prepare for that "final" discussion:
  1. We will create action plans for each potential priority initiative, which will include a general cost estimate (dollars and staff time), key action items that will need to take place, and an estimated timeline for completion.
  2. We will also engage with residents and get feedback on what the community would like the organization to focus on in the upcoming year. This engagement will happen in person at our February 4, 2019 Town Hall meeting (6pm at the Barth Room in the Crowell Library), as well as via online survey to broaden our reach.
- Armed with this information, we will reopen the discussion at our February 22, 2019 City Council meeting. At this time, Council will consider the available capacity of staff, resident input, and budget implications to come to a consensus on the key priority initiatives they would like staff to include in the FY20 budget. This is not to say there will not be opportunity for adjustments and additions/removals as the budget process continues, but this will give staff the direction needed to create their comprehensive work plans and associated budgets for the year.

Staff met with the Budget Liaisons on Thursday, January 17, who blessed this path forward and expressed enthusiasm for the direction the budget process is headed.

## **RECOMMENDATION**

Staff recommends that Council engage in a brainstorming session to identify the priority initiatives they would like staff to research further and take to the community for their input.