

CITY OF SAN MARINO

CITY COUNCIL AGENDA

Steve Talt, Mayor

Steven W. Huang, DDS, Vice Mayor

Susan Jakubowski, Council Member

Gretchen Shepherd Romey, Council Member

Ken Ude, Council Member

Marcella Marlowe, Ph.D., City Manager



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City Hall Council Chamber

2200 Huntington Drive

San Marino, CA 91108

SPECIAL MEETING OF THE SAN MARINO CITY COUNCIL FRIDAY, JANUARY 26, 2018 AT 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 2nd Wednesday of every month at 6:00 p.m. Adjourned Regular 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 Shepherd Romey, Council Member Ude, Vice Mayor Huang, and Mayor Talt

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.

STUDY SESSION**1. LACY PARK ROSE ARBOR PROJECT WORKSHOP**

Recommendation: It is recommended that the City Council share with the community and the Department their thoughts and opinions on what to do with the rose arbor site.

CONTINUED BUSINESS**2. REPORT ON STRATEGIC PLANNING PROJECT****3. REVIEW OF MAKING SAN MARINO BETTER LIST****PUBLIC COMMENTS****CLOSED SESSION****4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION—PURSUANT TO GOVERNMENT CODE SECTION 54957:**

Title: City Manager

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

The San Marino City Council will adjourn to the next regular meeting to be held on **WEDNESDAY, FEBRUARY 14, 2018, at 6:00 P.M.** in the City Hall Council Chamber, 2200 Huntington Drive, San Marino, California.

Dated: January 19, 2018
Posted: January 19, 2018

VERONICA RUIZ, CMC
CITY CLERK

City of San Marino
AGENDA REPORT



TO: MAYOR AND CITY COUNCIL
FROM: MARCELLA MARLOWE, CITY MANAGER
BY: MICHAEL THRONE, PE, PARKS AND
PUBLIC WORKS DIRECTOR/CITY ENGINEER
DATE: JANUARY 26, 2018
SUBJECT: **LACY PARK ROSE ARBOR PROJECT WORKSHOP**

Steve Talt, Mayor

Steven W. Huang, DDS, Vice-Mayor

Susan Jakubowski, Council Member

Gretchen Shepherd Romey, Council Member

Ken Ude, Council Member

BACKGROUND

Parks and Public Works Department is conducting a community input process related to the possible replacement of the Lacy Park rose arbor.

DISCUSSION

The 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 to the public they were not well received. Consequently, Parks and Public Works reset the project and has proceeded to meet with over 60 interested community members (including the Design Review Commission this past December) to gather input.

The purpose of our attendance at this morning's City Council workshop is to solicit your thoughts and suggestions on appropriate design features, and your input on what other options the City Council might consider, such as not replacing the arbor and instead creating a rose walk.

After the workshop, Parks and Public Works will compile all comments and suggestions received and return to the City Council (tentatively in March) with potential options and approaches for your consideration and subsequent direction.

FISCAL IMPACT


Expenses related to this workshop are included in the operations-portion of the adopted FY 2018 municipal budget. A project budget will be prepared after the City Council has selected a direction to proceed.

RECOMMENDATION

It is recommended that the City Council share with the community and the Department their thoughts and opinions on what to do with the rose arbor site.

Attachment: 1. Lacy Park rose arbor circa 2005.



 PARKS AND PUBLIC WORKS DEPARTMENT		
PROJECT		
LACY PARK ROSE ARBOR CIRCA 2005		
SCALE	NONE	DATE
		SEPTEMBER 2017
		SHEET
		1 OF 1

REPORT ON STRATEGIC PLANNING PROJECT

AGENDA ITEM NO. 2

Making San Marino Better List: "Immediate/Emergency" Items

Project/Program Title:	Date Requested:	Responsible Department:	Status:

Making San Marino Better List: "Departments Not Meeting Expectations"

Project/Program Title:	Status:
Administration/Finance	Final report presented to City Council; staff to return to Council with report On April 12, 2017 Meeting. Refer to Ad Hoc Matrix.
City Council	No other such meetings are scheduled at this time.

Making San Marino Better List: "Long Term Goals"

Project/Program Title:	FY To Be Included In:	Responsible Department:	Status:
Develop a plan for Stoneman (and/or San Marino Center)			Interim Community Services Director Cindy Collins has been brought on to assist in advancing this project. At the April 29th meeting she will give an update on the status of this effort. Council workshop scheduled for 7/13/16, with goal for an action plan by the end of the calendar year. Residents asked staff to ensure that residents are notified of the process. On 9/30/16 Council agenda to recommend building code and fire safety compliance. A Request for Proposal was released. Deadline for receiving proposals is 2/6/17. Two Proposals received.
Develop a plan for San Marino Center			At the April 29th meeting Ms. Collins gave an update on this topic and its relationship to Stoneman. Discussion will be held in conjunction with the Stoneman Project.
Develop a Commercial District Master Plan			No action to date

Making San Marino Better List: "Long Term Goals"

Project/Program Title:	FY To Be Included In:	Responsible Department:	Status:
Huntington Drive/City Center Plan			<p>Contract PW Director Chris Vogt is drafting an RFP for design of this project and working to see if we can use SGVAG Grant Money to pay for the design work. This project is somewhat related to the 2013 Metro Call For Projects which is also being acted on by the Council on April 29th. Council has asked for traffic assessment of the dual left turn lanes. Council also approved acceptance of the SGVAG Grant money Huntington Drive Corridor Improvement Plan. Council approved the Ad Hoc Committee at the meeting of 7/13/16. These individuals will work with the consultant on a set of recommendations. One of the three community input meetings has taken place. Ad Hoc and Community meetings are ongoing.</p> <p>School site meetings planned for Fall.</p>
City Wide Traffic Management Plan			<p>A comprehensive Traffic Management Plan will be included in the FY18-19 Budget.</p>
Assess restrooms at Lacy Park	10/25/2013	Parks and Public Works	<p>Patrick's Tree complete - dedication is June 15th at 5:00 P.M. Revised plan for Restrooms being developed. Because of issues with the bids, the project has to go out once more bid. Should come back to Council in September for award. Staff suspended the bid proposal process and is reevaluating the restroom plans and design. Start date is Fall 2017. Award bid in September.</p>
Oleander Plague			<p>Ron Serven continues to monitor the condition of City oleanders for evidence of Oleander Scorch. Replacement of oleanders continues as needed.</p>

Making San Marino Better List: **"Long Term Goals"**

Project/Program Title:	FY To Be Included In:	Responsible Department:	Status:
Lacy Park Rose Arbor	10/30/2015	City Manager	Preliminary design completed by Lacy Park Landscape Committee and reviewed by Potential donor. Lacy Park Landscape Committee recommended design, and final presentation will be made to Council on July 28. Dr. Lin and family pledged \$200,000 over next four years. A fundraising plan is being developed to raise funds for the additional \$200,000 needed to construct project. An updated will be provided at the 7/28 Council Study Session.
Vacancy Registration Ordinance	2/26/2016	Staff	Staff (Fire, Police, Public Works, Community Services and Administration) has begun research. After 4/29 Study Session Council provided direction, staff and attorney working on a draft ordinance. Implementation will begin in June 2017. Letters have been mailed to every household in San Marino. Vacant home registrations are currently being collected. Approximately 38 homes have registered and registrations will continue to be collected on an ongoing basis.
Police Public Safety Strategy	1/29/2016	Chief of Police	At the 1/29/16 meeting, Council asked the Chief of Police to provide regular updates on a proposal to improve enhance our current public safety/policing efforts in the city. At 2/26/2016 meeting Police Chief gave report. Update reports to be given quarterly. Chief Incontro gave an update at the July 29th Meeting. Update was provided at January 27, 2017 meeting. At their July 12 meeting, Council appropriated additional funds to increase overtime for patrol during peak hours. Cadets will be used for tasks such as taking minor crime reports, allowing officers to remain on patrol. Signs will be placed at entry points to the City indicating surveillance cameras are in place. Neighborhood watch programs will continue to be supported.

Making San Marino Better List: "Long Term Goals"

Project/Program Title:	FY To Be Included In:	Responsible Department:	Status:
Cell Tower and Utility Collector Units	9/30/2016	Staff	Updates on the cell tower relocation will be provided monthly on the regular agenda and will no longer be included on the Making San Marino Better List.
4-day Versus 5-day work week for City employees	9/30/2016	Administration	Refer to Ad Hoc Matrix
Senate Bill 1069 re. second units	9/30/2016	Planning & Building	Urgency ordinance adopted. Permanent ordinance to be brought back in September 2017

Making San Marino Better List: "Long Term Goals"

Project/Program Title:	FY To Be Included In:	Responsible Department:	Status:	
Infrastructure Investment Program	2016-2017	Public Works	<u>Infrastructure Asset</u>	<u>Maximum Annual Budget</u>
			Streets	\$4,300,000
			Sewers & Storm Drains	\$ 600,000
			Sidewalks	\$ 250,000
			Buildings	\$ 380,000
			Total	\$5,530,000
			<u>Buildings</u>	<u>Maximum Annual Budget /Bldg</u>
			City Hall:	\$29,384.43
			Fire Dept:	\$41,661.90
			Police Dept:	\$30,051.31
			Public Works:	\$ 26,424.43
			Crowell Library:	\$206,743.87
			Old Mill:	\$18,656.82
			Thurner House:	\$ 8,549.08
			Lacy Park HQ:	\$19,947.85
			Total Annual Cost:	\$381,419.69
			Discuss and Plan how to fund the City's aging Infrastructure. Infrastructure investment plan presented at 1/27/2017 meeting and to be included in financial strategies.	

Making San Marino Better List: "Long Term Goals"

Project/Program Title:	FY To Be Included In:	Responsible Department:	Status:
2017 Mayor's Goals	Jan-17	Administration	<ol style="list-style-type: none"> 1. Hire a permanent City Manager 2. Establish strategies on managing the unfunded liability 3. Establish a strategy to invest in City infrastructure and City facilities 4. Review and determine implementation of recommendations brought forth from the Ad Hoc Advisory Committee 5. Develop a budget that is based upon zero-based budgeting 6. Review the Tri-City Fire Command Agreement 7. Determination of the service level of the Fire Department 8. Refine the Historical Preservation Ordinance and procedures 9. Adoption of a Permanent Accessory Dwelling Unit Ordinance 10. Rehabilitation of City facilities – Stoneman and Rose Arbor 11. Continue to implement and market Water Conservation programs 12. Emphasize Emergency Preparedness education and initiate a Citywide exercise in October 13. Initiate a Military Banner Program
Ad Hoc Committee Recommendations Timeline	Jan-17	Administration	Completed by June 30, 2017

**PUBLIC EMPLOYEE PERFORMANCE
EVALUATION—PURSUANT TO GOVERNMENT
CODE SECTION 54957:**

Title: City Manager