

**MINUTES  
REGULAR MEETING  
OF THE SAN MARINO CITY COUNCIL  
JANUARY 10, 2018 - 6:00 P.M.**

**CALL TO ORDER:** Mayor Steve Talt called the meeting to order at 6:03 p.m. in the City Hall Council Chamber, 2200 Huntington Drive, San Marino, CA 91108.

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

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

**PUBLIC COMMENTS**

The following person(s) spoke:

Miriam Nakamura-Quan, San Marino

Cordelia Donnelly, San Marino (*distributed pocket U.S. Constitution books to each of the City Council Members, City Manager, City Attorney, and Planning and Building Director*)

Judy O'Keefe, San Marino

Mayor Talt moved to amend the order of the agenda, and move up the City Manager's Report; seconded by Council Member Ken Ude. The motion carried unanimously by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None.

**CITY MANAGER'S REPORT**

City Manager Marcella Marlowe reported on the City's operations for the previous month and distributed the draft budget calendar to the City Council.

**MOTION TO WAIVE FURTHER READINGS**

Council Member Jakubowski moved to waive the reading of the entire text of ordinances and resolutions; seconded by Council Member Ude. Following a roll call, the motion carried unanimously by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None.

**CONSENT CALENDAR**

Cordelia Donnelly, San Marino, addressed the City Council and requested that Item 3 be pulled from the Consent Calendar.

Council Member Shepherd Romey requested that Item 3 be pulled from the Consent Calendar for discussion.

Vice Mayor Huang requested that Item 2 be pulled from the Consent Calendar for discussion.

Council Member Shepherd Romey moved to adopt the Consent Calendar consisting of Items 1 and 4; seconded by Council Member Susan Jakubowski. Following a roll call, the motion carried unanimously by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None.

1. **DISBURSEMENTS REPORT FOR DECEMBER 2017**  
Receive and file the Disbursements Report for the month of December 2017.
  
4. **COUNCIL LIST OF DELEGATES AND ALTERNATES TO LOCAL AND REGIONAL COMMISSIONS AND COMMITTEES**  
Approve the Council List of Delegates and Alternates to agency boards, commissions, and City activities for 2018.

**CONSENT CALENDAR ITEMS PULLED FOR DISCUSSION**

2. **MONTHLY FINANCIAL REPORT FOR THE MONTH ENDED NOVEMBER 30, 2017**

Vice Mayor Huang asked questions pertaining to the cost recovery calculations, as well as the miscellaneous general fund revenue.

Interim Administrative Services Director Josh Betta responded.

Council Member Ude moved to receive and file the monthly Financial Report for the month ended November 30, 2017; seconded by Vice Mayor Huang. Following a roll call, the motion carried unanimously by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None.

3. **APPROVAL OF MINUTES**

Council Member Shepherd Romey raised the issue of approving meeting minutes in which the new Council Members were not yet seated on the Council.

City Attorney Flower responded that there is no legal restriction to prevent the new Council Members voting on the minutes.

Council Member Jakubowski moved to approve the Minutes of the Special Meeting of September 13, 2017, the Regular Meeting of September 13, 2017, the Adjourned Regular

Meeting of September 22, 2017, the Regular Meeting of October 11, 2017, the Adjourned Regular Meeting of October 27, 2017, the Special Meeting of November 8, 2017, and the Regular Meeting of November 8, 2017; seconded by Vice Mayor Huang. Following a roll call, the motion carried 4-0 by the following vote: AYES: Council Member Susan Jakubowski, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None. ABSTAINED: Council Member Gretchen Shepherd Romey.

### **CITY TREASURER'S REPORT**

#### **5. CASH AND INVESTMENT REPORT FOR THE MONTH OF NOVEMBER 2017**

City Treasurer Annie Han presented the staff report.

It was the consensus of the City Council to receive and file the Cash and Investment Report for the month of November 2017.

### **NEW BUSINESS**

#### **6. ORDINANCE NO. O-18-1334, CHANGING THE TRAFFIC ADVISORY COMMISSION TO THE PUBLIC SAFETY COMMISSION**

City Clerk Veronica Ruiz presented the staff report.

The following person(s) spoke:

Cordelia Donnelly, San Marino  
Gene Ruckh, San Marino  
Dr. Roumani, San Marino

After discussion by Council, City Attorney Flower summarized the amendments to the proposed ordinance as follows: 1) Amend Section 02.14.05 to read "Expenses of members of the commission in attendance at meetings related to their duties as members of the public safety commission shall be paid for by the city when such attendance is approved by the council."; 2) adding a new Section 2 to read "SECTION 2. Whereas this Ordinance amends the City Code to change the name of the traffic safety advisory commission to the public safety commission and expands the commission's responsibilities beyond matters of traffic safety, the City Council hereby vacates all positions on the commission. The City Clerk shall accordingly post a special vacancy notice in the manner prescribed by law."; 3) Re-number Section 2 of the current draft to Section 3; 4) add a paragraph to Section 02.14.02 to read "No member serving on the public safety commission shall be permitted more than two (2) excused absences per fiscal year. No unexcused absences are allowed."

Council Member Shepherd Romey moved to introduce by title only, and waive further reading of Ordinance No. O-18-1334, with the amendments summarized by the City Attorney; seconded by Council Member Jakubowski. Following the reading of the title of the Ordinance into the record by the City Clerk and a roll call, the motion carried

unanimously by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None

Mayor Talt called for a recess at 7:24 p.m., and reconvened the meeting at 7:30 p.m.

**7. FINANCIAL STATEMENTS (ANNUAL AUDIT) FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

Interim Administrative Services Director Josh Betta presented the staff report, and reviewed the Financial Statements (Annual Audit) for the Fiscal Year ended June 30, 2017.

The following person(s) spoke:

Gene Ruckh, San Marino  
Hal Harrigian, San Marino

It was the consensus of the Council to receive and file the Financial Statements (Annual Audit) for the Fiscal Year ended June 30, 2017.

**8. PROCUREMENT AUTHORIZATION FOR CITYWIDE TELEPHONE TECHNOLOGY SYSTEM PER SMMC 02.06.05 B. 6 "COOPERATIVE PURCHASING" AND THE CALIFORNIA MULTIPLE AWARD SCHEDULES (CMAS)**

Interim Administrative Services Director Josh Betta presented the staff report.

Council Member Jakubowski moved to direct City staff to: 1) Return to the City Council with contract engaging IntelesysOne in accordance with SMMC Section 02.06.05 B. 6., Cooperative Purchasing; 2) Return to the City Council with IntelesysOne's performance commitments; 3) Return to the City Council with IntelesysOne proof of CMAS pricing conformance; 4) Return to the City Council with telephone technology system design overview; 5) Return to the City Council with telephone technology system functionality overview; and 6) Return to the City Council with contract for 3<sup>rd</sup> party project management IT assistance. The motion was seconded by Council Member Ude. Following a roll call, the motion carried unanimously by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None.

**9. AUTHORIZATION TO PROCURE STRATEGIC PLANNING FACILITATION SERVICES AND APPOINTMENT OF COUNCIL LIAISON**

City Manager Marcella Marlowe provided the staff report.

The following person(s) spoke:

Judy O'Keefe, San Marino

Council Member Ude moved to 1) Approve a not-to-exceed amount of \$30,000 to spend on strategic planning activities; 2) Authorize an amendment to the General Fund budget and appropriate \$30,000 from General Fund Reserves to Account No. 101-07-4150-0000; 3) Appoint one Council Liaison to the Strategic Planning project to work with the City Manager; 4) Delegate to the Council Liaison and the City Manager the authority to select a consultant within the fiscal guidelines noted above; and 5) Authorize the City Manager to execute the agreement with the selected consultant, to be completed by the January 26, 2018, Adjourned City Council Meeting. The motion was seconded by Vice Mayor Huang. Following a roll call, the motion carried unanimously by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None.

Council Member Jakubowski moved to appoint Council Member Gretchen Shepherd Romey to serve as the Council Liaison to the Strategic Planning project to work with the City Manager; seconded by Vice Mayor Huang. The motion carried unanimously by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None.

#### **WRITTEN COMMUNICATIONS**

There were no written communications at this time.

#### **COUNCIL REPORTS**

There were no reports at this time.

#### **PUBLIC WRITINGS DISTRIBUTED**

Mayor Talt reported that the City Council received a letter from Cordelia Donnelly.

#### **PUBLIC COMMENTS**

The following person(s) spoke:

Gene Ruckh, San Marino (*submitted documents*)

#### **ADJOURNMENT**

The San Marino City Council adjourned at 9:18 p.m. to the next adjourned regular meeting to be held on **FRIDAY, JANUARY 26, 2018, at 8:00 A.M.** in the City Hall Council Chamber, 2200 Huntington Drive, San Marino, California.

  
VERONICA RUIZ, CMC  
CITY CLERK