

**MINUTES
REGULAR MEETING
OF THE SAN MARINO CITY COUNCIL
MARCH 14, 2018 - 6:00 P.M.**

CALL TO ORDER: Mayor Steve Talt called the meeting to order at 6:00 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:
 Kelly Manning, San Marino

CITY MANAGER'S REPORT

City Manager Marcella Marlowe reported on the City's operations from the previous month.

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 Shepherd Romey. 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

Council Member Jakubowski requested that Items 1, 2, and 5 be pulled from the Consent Calendar for discussion.

Council Member Shepherd Romey requested that Item 8 be pulled from the Consent Calendar for discussion.

Council Member Shepherd Romey moved to adopt the Consent Calendar consisting of Items 3, 4, 6, 7, 9 and 10; 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. **MONTHLY FINANCIAL REPORT FOR THE MONTH OF JANUARY 2018**
Receive and file the monthly Financial Report for the month of January 2018.
4. **APPROVAL OF MINUTES**
Approve the Minutes of the Regular Meeting of February 14, 2018, and the Adjourned Regular Meeting of March 2, 2018.
6. **REASSIGNMENTS TO COUNCIL LIST OF DELEGATES AND ALTERNATES**
Approve the revised Council List of Delegates and Alternates to agency boards, commissions and City activities for 2018.
7. **ESTABLISHMENT OF CIVIC FACILITY ENVIRONMENTAL ASSESSMENT PROJECT**
1) Establish the "Civic Facility Environmental Assessment Project" account and transfer \$45,115 from unused Capital Projects Fund account no. 394-50-4600-7029; and 2) authorize the Finance Department to create the new project and transfer funding as specified herein.
9. **ELIMINATION OF 2-HOUR PARKING RESTRICTION ON WINSTON AVENUE BETWEEN RIDGEWAY ROAD AND RALEIGH DRIVE**
Direct the City Manager to remove the 2-hour parking restriction signs on the east side of Winston Road between house numbers 1230 and 1330.
10. **AWARD OF CONSTRUCTION CONTRACT TO REPLACE SAFETY FENCING ALONG THE MISSION WASH**
Award a construction contract in the amount of \$59,250 to Stump Fence Company of Glendora to replace safety fencing along the Mission Wash.

CONSENT CALENDAR ITEMS PULLED FOR DISCUSSION

1. DISBURSEMENTS REPORT FOR JANUARY 2018

Council Member Jakubowski moved to receive and file the Disbursements Report for the month of January 2018; 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.

2. DISBURSEMENTS REPORT FOR FEBRUARY 2018

Council Member Jakubowski moved to receive and file the Disbursements Report for the month of February 2018; 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.

5. CONTRACT FOR PURCHASE AND IMPLEMENTATION OF CITYWIDE TELEPHONE TECHNOLOGY SYSTEM WITH INTELESYSONE IN THE AMOUNT OF \$101,056.39 PER SMMC 02.06.05 B. 6 “COOPERATIVE PURCHASING” AND THE CALIFORNIA MULTIPLE AWARD SCHEDULES (CMAS)

Council Member Jakubowski moved to authorize the City Manager to execute the contract with IntelesysOne for telephone system technology and implementation in the amount of \$101,056.39, and for SLK Technology to bill for no more than \$5,000 at their contractual rate of \$95/hour in conjunction with this project; seconded by Council Member Shepherd Romey. 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.

8. CONSIDERATION OF FEE WAIVER FOR YMCA SUMMER DAY CAMP AT LACY PARK

Parks and Public Works Director/City Engineer Michael Throne presented the staff report.

The following person(s) spoke:

Rick Politte, Executive Director of the YMCA

Mayor Talt moved to 1) Approve a \$3,500 fee for the Lacy Park Group Activity Permit for the South Pasadena/San Marino YMCA Summer Camp Program for 2018, provided that the YMCA must seek and obtain approval of a separate permit; and 2) Find that such a reduction provides a public benefit because the Summer Camp provides supervised activities and instruction during the summer months for local children, approximately thirty percent (30%) of whom are City residents; and 3) Find that such a reduction will not cause the Group Activity Fee to rise for other persons using Lacy Park because the amount will be recovered from other City revenues and will not significantly impact the cost to maintain and operate Lacy Park. 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.

CITY TREASURER’S REPORT

11. CASH AND INVESTMENT REPORT FOR THE MONTH OF JANUARY 2018

City Treasurer Annie Han presented the report.

Council Member Jakubowski moved to receive and file the Cash and Investment Report for the month of January 2018; seconded by Council Member Shepherd Romey. 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 Shepherd Romey moved to move up the public hearing Item No. 16 on the agenda; 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.

16. AN ORDINANCE OF THE CITY OF SAN MARINO REGARDING HISTORIC PRESERVATION AND DESIGN REVIEW REGULATIONS AND AMENDING THE SAN MARINO CITY CODE REGARDING THE SAME (FIRST READING)

Planning and Building Director Aldo Cervantes presented the staff report.

Mayor Talt opened the public hearing at 7:17 p.m.

The following person(s) spoke:

Howard Brody, San Marino

John Dustin, San Marino

Laurie Barlow, San Marino (*previously submitted written comments*)

Marcello Vavala, Los Angeles Conservancy

Shirley Jagels, San Marino (*previously submitted written comments*)

There being no further public comments, the Mayor closed the public hearing at 7:32 p.m.

Mayor Talt re-opened the public hearing for the proposed amendments at 7:48 p.m.

The following person(s) spoke:

Howard Brody, San Marino

Shirley Jagels, San Marino

There being no further public comments, the Mayor closed the public hearing at 7:50 p.m.

Council Member Shepherd Romey moved to introduce by title only Ordinance No. O-18-1336 as corrected regarding historic preservation and with the following 4 amendments: 1) add "or builder" to Section 23.18.030(B)(5) after architect; 2) change the name of "Local Official Register" to "San Marino Register of Historic Landmarks" and adding "it shall be updated annually" to Section 23.18.040(G); 3) add "of the exterior" to Section 23.15.03(C) after "more than 50%"; and 4) add "50%" to Section 23.18.160(D)(1); and direct staff to proceed with a City Wide Survey. The motion was seconded by Mayor Talt. Following the reading of the title of Ordinance No. O-18-1336 "AN ORDINANCE OF THE CITY OF SAN MARINO REGARDING HISTORIC PRESERVATION AND DESIGN REVIEW REGULATIONS AND AMENDING THE SAN MARINO CITY CODE REGARDING THE SAME" 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 8:05 p.m.

Mayor Talt reconvened the meeting at 8:16 p.m.

NEW BUSINESS

12. HUNTINGTON DRIVE SAFE STREETS CORRIDOR PLAN

Parks and Public Works Director/City Engineer Michael Throne presented the staff report.

Mayor Talt moved to 1) receive and file the Huntington Drive Safe Streets Corridor Plan prepared by KOA Consultants and acknowledge the Southern California Association of Governments for their leadership of the grant-funded study; 2) direct the Public Safety Commission to review the school-related recommendations included in the Huntington Drive Safe Streets Corridor Plan; and 3) direct the City Manager to incorporate the corridor-related recommendations of the Huntington Drive Safe Streets Corridor Plan into a future citywide traffic management master plan. The motion was 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.

13. RESOLUTION AUTHORIZING FISCAL YEAR 2017-18 OPERATING BUDGET APPROPRIATIONS, AND CERTAIN CAPITAL IMPROVEMENTS APPROPRIATIONS, TO CONTINUE AT FISCAL YEAR 2017-18 LEVELS AND AMOUNTS UNTIL AUGUST 31, 2018

Interim Administrative Services Director Josh Betta presented the staff report.

Mayor Talt requested that the language “and unwise” be stricken from Section 1 of the proposed Resolution No. R-18-03.

Council Member Jakubowski moved to adopt the Resolution Authorizing Fiscal Year 2017-18 Operating Budget Appropriations, and Certain Capital Improvements Appropriations, to Continue at Fiscal Year 2017-18 Levels and Amounts Until August 30, 2018 with the amendment to Section 1 of the resolution striking “and unwise”; 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.

14. RECOMMENDATION TO APPROVE REORGANIZED FINANCE DEPARTMENT STAFFING LEVELS

City Manager Marcella Marlowe presented the staff report.

Council Member Ude moved to change the title of the Administrative Services Director to "Finance Director"; 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.

Council Member Shepherd Romey moved to establish the classification of "Accounting Manager/Controller" with the monthly salary range of \$7,501-\$9,532; seconded by Council Member Ude. Following a roll call, the motion carried 4-1 by the following vote: AYES: Council Member Gretchen Shepherd Romey, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: Council Member Susan Jakubowski.

Council Member Shepherd Romey moved to eliminate the previously authorized Accountant position; seconded by Vice Mayor Huang. Following a roll call, the motion carried 4-1 by the following vote: AYES: Council Member Gretchen Shepherd Romey, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: Council Member Susan Jakubowski.

Council Member Shepherd Romey moved to authorize the addition of an Accounting Manager/Controller position to the operating budget; seconded by Council Member Ude. Following a roll call, the motion carried 4-1 by the following vote: AYES: Council Member Gretchen Shepherd Romey, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: Council Member Susan Jakubowski.

Council Member Shepherd Romey moved to authorize an amendment to the General Fund budget and appropriate \$9,000 from General Fund Reserves to Account Nos. 101-07-4001-0000 (full time salaries), 101-07-4006-0000 (Medicare), 101-07-4008-6160 (Retirement – PERS), and 101-07-4010-0000 (Cafeteria Benefit), as appropriate; seconded by Council Member Ude. Following a roll call, the motion carried 4-1 by the following vote: AYES: Council Member Gretchen Shepherd Romey, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: Council Member Susan Jakubowski.

15. DISCUSSION REGARDING PROPOSED NEW REGULATIONS FOR INCOMPLETE AND UNPERMITTED STRUCTURES (FIRST READING)

Planning and Building Director Aldo Cervantes presented the staff report.

City Attorney Steven Flower recommended adding a savings clause to the ordinance that would make it clear that any violation or matter of record under the current ordinance would be preserved.

The following person(s) spoke:
Shirley Jagels, San Marino

City Attorney Flower recommended the following amendment to Ordinance No. O-18-1335:

Add a new Section 21 to read “The provisions of this ordinance, insofar as they are substantially the same as provisions of ordinances previously adopted by the City relating to the same matter, shall be construed as restatements and continuations of the earlier enactment and not as new enactments. The adoption of this ordinance does not affect the following matters:

- a. Prosecution for ordinance violations committed before the effective date of this ordinance.
- b. Collection of licenses, penalties or fines due and unpaid as of the effective date of this ordinance.
- c. Matters of record that refer to or are connected with an ordinance previously adopted by the City, the substance of which is amended by this ordinance. Such references shall be construed to apply to the corresponding provisions of this ordinance.”

Existing Section 21 renumbered as Section 22.

Mayor Talt moved to read by title only and introduce Ordinance No. O-18-1335 with the recommended amendment and set the public hearing for April 11, 2018 for second reading; seconded by Vice Mayor Huang. Following the reading of the title of Ordinance No. O-18-1335 “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN MARINO AMENDING CHAPTER 1 OF ARTICLE 06 (ADMINISTRATIVE PROCEDURES AND PENALTIES FOR CODE VIOLATIONS) WITH REGARD TO INCOMPLETE AND UNPERMITTED STRUCTURES AND FINES, AND CHAPTER 25 (UNIFORM CODES) WITH REGARD TO NEW DEFINITIONS, PROHIBITIONS AND EXPIRATION PROVISIONS FOR TECHNICAL CODE PERMITS, ADOPTING CERTAIN ADMINISTRATIVE PROVISIONS IN THE CALIFORNIA BUILDING STANDARDS CODE BY REFERENCE, AND AMENDING THE SAN MARINO MUNICIPAL CODE” 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.

PUBLIC HEARING

17. THE CITY OF SAN MARINO HOUSING ELEMENT ANNUAL PROGRESS REPORTS FOR THE 2017 CALENDAR YEAR

Planning and Building Director Aldo Cervantes presented the staff report.

Mayor Talt opened the public hearing at 9:45 p.m. There being no public comments, the Mayor closed the public hearing.

Council Member Shepherd Romey moved to receive and file the 2017 Housing Element Annual Progress Report and authorize staff to file the report with the Office of Planning and Research (OPR) and State Department of Housing and Community Development

(HCD) by the April 1, 2018 deadline; seconded by Council Member Jakubowski. 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 receiving an email from Hal Harrigian, which was made available at the public counter at City Hall.

PUBLIC COMMENTS

The following person(s) spoke:

Gene Ruckh, San Marino (*submitted documents*)

ADJOURNMENT

The San Marino City Council adjourned at 9:51 p.m. to the next adjourned regular meeting to be held on **FRIDAY, MARCH 30, 2018, at 8:00 A.M.** in the Barth Room at the Crowell Public Library, 1890 Huntington Drive, San Marino, California.



VERONICA RUIZ, CMC
CITY CLERK