

**MINUTES
REGULAR MEETING
OF THE SAN MARINO CITY COUNCIL
MARCH 8, 2017 - 6:00 P.M.**

CALL TO ORDER Vice Mayor Richard Ward called the meeting to order at 6:00 p.m.

ROLL CALL **PRESENT:** Councilman Huang, Councilman Talt, Councilman Yung, and Vice Mayor Ward

ABSENT: Mayor Sun

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Shirley Jagels, San Marino, commented on CEQA.

Ed Chen, representative from Athens Services, introduced new General Manager Tammy Eply.

MOTION TO WAIVE FURTHER READINGS

Councilman Allan Yung moved to waive the reading of the entire text of ordinances and resolutions; seconded by Councilman Steven Huang. The motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Allan Yung, and Vice Mayor Richard Ward. NOES: None. ABSENT: Mayor Richard Sun.

PRESENTATIONS

1. **RECOGNITION OF LIBRARY BOOKMARK CONTEST WINNERS: KEN CHIN, CHLOE JIANG, KAITLYN HO, EMILY HSIAO, THOMAS AVELAR, ASHLEY TANAKA**

Library Foundation Trustee Steve Dolmeyer introduced the 2017 Bookmark Design Contest winners. The winners were Ken Chin, Chloe Jiang, Kaitlyn Ho, Emily Hsiao, Thomas Avelar, Ashley Tanaka.

2. **PRESENTATION OF PROCLAMATIONS RECOGNIZING BOY SCOUT TROOP NO. 359 EAGLE SCOUTS: THOMAS TSAI, CHRISTOPHER STONNINGTON, COLE MALLORY, AND ALLEN LIU**

Vice Mayor Richard Ward introduced and presented proclamations to the following Eagle Scouts: Thomas Tsai, Christopher Stonnington, Cole Mallory, and Allen Liu. Each Scout described his project that he completed to attain his Eagle Scout award.

3. PRESENTATION OF PROCLAMATION DECLARING THE MONTH OF FEBRUARY AS HEALTHY HEART MONTH AND NATIONAL TEEN DATING VIOLENCE PREVENTION MONTH: SOROPTIMISTS INTERNATIONAL OF ALHAMBRA – SAN GABRIEL – SAN MARINO REGION

Vice Mayor Richard Ward presented a proclamation to Maureen Bateman, President of the Soroptimists International of Alhambra, San Gabriel, and San Marino Region, recognizing February as Healthy Heart Month and National Teen Dating Violence Prevention Month.

PUBLIC COMMENTS

There were no public comments at this time.

CONSENT CALENDAR

Vice Mayor Richard Ward pulled Item 7 (Resolution For The Denial Of Petition For Local Historical Landmark Designation At 1470 Virginia Road) and Item 8 (Resolution: Appeal Of The Planning Commission Decisions Of Design Review Nos. DRC15-99 And DRC16-24 – 1470 Virginia Road) from the consent calendar until a later date in which the entire Council could be present.

Councilman Steve Talt inquired why the Resolution for the item did not include the vote, and requested that staff amend the resolution to reflect the vote of the January 11, 2017 meeting before it comes back to Council.

The following person(s) spoke:

Ted Ryan, San Marino
Shirley Jagels, San Marino

Councilman Steve Talt moved to approve the Consent Calendar consisting of Items 4, 5, 6, and 9; seconded by Councilman Steven Huang. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Allan Yung, and Vice Mayor Richard Ward. NOES: None. ABSENT: Mayor Richard Sun.

4. CONSIDERATION OF APPROVAL OF MINUTES

Approve the Minutes as presented.

5. CONSIDERATION OF DISBURSEMENT REPORTS FOR FEBRUARY

Ratify and file the Disbursement Reports for the period ending February 28, 2017.

6. CONSIDERATION OF JANUARY TREASURER'S REPORT

Accept and file the Treasurer's Report for the period ending January 31, 2017.

9. NOMINATION FOR THE METROPOLITAN TRANSPORTATION AUTHORITY – SAN GABRIEL SERVICE COUNCIL

Nominate John Harrington to a second term on the Metro San Gabriel Cluster Service Council and direct staff to notify the City of San Gabriel who will prepare a letter for the Mayor's signature.

CONTINUED BUSINESS

10. LONG TERM STRATEGIC FINANCIAL PLAN

Interim City Manager Cindy Collins presented the staff report.

Councilman Steven Huang volunteered to serve on the Ad Hoc Committee.

The following person(s) spoke:

Susan Jakubowski, San Marino

Councilman Steve Talt moved to form a Long Term Strategic Financial Planning Ad Hoc Committee of the City Council; seconded by Councilman Steven Huang. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Allan Yung, and Vice Mayor Richard Ward. NOES: None. ABSENT: Mayor Richard Sun.

Councilman Steve Talt moved to appoint the Mayor and Councilmember Steven Huang as the Ad Hoc Committee; seconded by Councilman Allan Yung. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Allan Yung, and Vice Mayor Richard Ward. NOES: None. ABSENT: Mayor Richard Sun.

Councilman Allan Yung suggested appointing three members of the community to as advisors rather than two.

Vice Mayor Richard Ward noted that including another advisor would bring the total number to eight, which could become cumbersome.

Councilman Steven Huang moved to appoint advisors to the Ad Hoc Committee that include the City Treasurer, City Manager, Finance Director and two members of the community who will be selected by the Ad Hoc Committee and confirmed by the City Council at a later date; seconded by Councilman Steve Talt. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Allan Yung, and Vice Mayor Richard Ward. NOES: None. ABSENT: Mayor Richard Sun.

11. AWARD OF CONTRACT TO CITY MANAGER RECRUITMENT FIRM

Contract Human Resources Consultant Teri Nelson presented the staff report.

Vice Mayor Richard Ward who, along with Mayor Richard Sun, was selected to serve on the Ad Hoc Committee for the City Manager recruitment, recommended that the City Council select the firm CPS HR to conduct the City Manager recruitment, with the assigned point person to be Frank Rojas of Riverside.

Councilman Steve Talt moved to approve CPS HR as the firm to conduct the City Manager recruitment, appropriate \$23,000 from the undesignated fund balance to the Administration program within the General Fund, and authorize the City Manager to execute the agreement between the City and the selected firm; seconded by Councilman Allan Yung. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Allan Yung, and Vice Mayor Richard Ward. NOES: None. ABSENT: Mayor Richard Sun.

NEW BUSINESS

12. RESOLUTION APPROVING CITYWIDE RECORDS MANAGEMENT POLICY, ELECTRONIC COMMUNICATIONS POLICY AND RETENTION SCHEDULE

Acting City Clerk Carol Cowley presented the staff report.

Councilman Steven Huang moved to adopt Resolution R-17-05 Establishing and Approving a Citywide Records Management Policy for the preservation, protection, retention, and legal disposition of records, an Electronic Communications Policy to establish consistent rules for City emails and electronic messaging, and a Citywide Retention Schedule; seconded by Councilman Steve Talt. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Allan Yung, and Vice Mayor Richard Ward. NOES: None. ABSENT: Mayor Richard Sun.

13. PUBLIC, EDUCATIONAL, AND GOVERNMENTAL (“PEG”) PROGRAMMING ACCESS SUPPORT FEE REAUTHORIZATION ORDINANCES

Assistant City Manager Lucy Garcia presented the staff report.

Councilman Steven Huang moved to adopt the urgency ordinance, Ordinance No. O-17-1319-U, entitled “An Urgency Ordinance of the City of San Marino Reauthorizing the City’s Public, Educational, and Governmental Access Support Fee” by title only by four-fifths vote; and introduce on first reading Ordinance No. O-17-1320 entitled “An Ordinance of the City of San Marino Reauthorizing and Readopting the City’s Public, Educational, and Governmental Access Support Fee” by title only; seconded by Councilman Allan Yung. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Allan Yung, and Vice Mayor Richard Ward. NOES: None. ABSENT: Mayor Richard Sun.

14. INTRODUCTION OF ORDINANCE NO. O-17-1321 AMENDING CHAPTER 15 OF THE MUNICIPAL CODE ELIMINATING LIGHT TRUCK ROUTES

Parks and Public Works/City Engineer Director Dan Wall presented the staff report.

The following person(s) spoke:
Gene Ruckh, San Marino

Councilman Steve Talt moved to introduce by title Ordinance No. O-17-1321 an Ordinance Amending Chapter 15 of the City of San Marino City Code Eliminating Light Truck Routes; seconded by Councilman Steven Huang. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Allan Yung, and Vice Mayor Richard Ward. NOES: None. ABSENT: Mayor Richard Sun.

15. COOPERATIVE PURCHASING ORDINANCE

Contract Finance Director Misty Cheng presented the staff report.

Councilman Steve Talt moved to introduce Ordinance No. O-17-1322 adding Paragraph 6 to Subsection B of Section 2.06.05 of Chapter 2 of the San Marino Municipal Concerning Cooperative Purchasing; seconded by Councilman Steven Huang. Following the reading of the title of Ordinance No. O-17-1322 into the record by the City Clerk and a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Allan Yung, and Vice Mayor Richard Ward. NOES: None. ABSENT: Mayor Richard Sun.

WRITTEN COMMUNICATIONS

There were no written communications at this time.

COUNCIL REPORTS

Councilman Steve Talt reported attending and speaking at the 626 Golden Streets event.

CITY MANAGER'S REPORT

Interim City Manager Cindy Collins asked to schedule a budget workshop at the Crowell Public Library on Friday, May 12, 2017 from 8:00 a.m. until 1:00 p.m. The Council tentatively agreed to this meeting date, and the City Manager will confirm the date with the Mayor when he is back in town.

CITY COUNCIL CALENDAR: Next meeting is March 31, 2017

PUBLIC WRITINGS DISTRIBUTED

There were no public writings at this time.


PUBLIC COMMENTS

The following person spoke:

Gene Ruckh, San Marino, commented on Agenda Item 12 pertaining to the City's recordkeeping, and stated that the City should retain its infrastructure and engineering records in perpetuity.

ADJOURNMENT

The San Marino City Council adjourned at 7:40 p.m. to an Adjourned Regular Meeting to be held on **FRIDAY, MARCH 31, 2017, at 8:00 A.M.** in the City Hall Council Chamber, 2200 Huntington Drive, San Marino, California.


CAROL COWLEY, CMC
ACTING CITY CLERK