

**MINUTES
SAN MARINO CITY COUNCIL
REGULAR MEETING
OCTOBER 11, 2017 – 6:00 PM**

CALL TO ORDER Mayor Richard Sun called the meeting to order at 6:00 p.m. in the City Hall Council Chamber, 2200 Huntington Drive, San Marino, CA 91108.

ROLL CALL **PRESENT:** Council Member Huang, Council Member Talt, Council Member Yung, Vice Mayor Ward, and Mayor Sun

PLEDGE OF ALLEGIANCE Mayor Sun led the Pledge of Allegiance.

PUBLIC COMMENTS

Cordelia Donnelly addressed the City Council regarding the verbatim minutes of the Planning Commission meetings she presented to the City Council and City Clerk concerning ADUs.

MOTION TO WAIVE FURTHER READINGS

Council Member Ward moved to waive further readings; seconded by Council Member Yung. The motion unanimously carried by the following roll call vote: AYES: HUANG, TALT, YUNG, VICE MAYOR WARD, AND MAYOR SUN

PRESENTATIONS

1. **INTRODUCTION OF NEW CITY MANAGER MARCELLA MARLOWE, AND OATH OF OFFICE**

Mayor Sun introduced Dr. Marcella Marlowe, the newly appointed City Manager and provided a brief background. The oath of office was administered to Dr. Marlowe by the Interim City Clerk.

Dr. Marlowe, thanked the Mayor and City Council expressing her pride in being selected as the City Manager of San Marino. She is very excited to be in San Marino and looks forward to starting work.

2. **PROCLAMATION TO SILVERADO COMMUNITY RECOGNIZING IT AS A DEMENTIA FRIENDLY COMMUNITY**

Mayor Sun presented the proclamation to Zoila Castellanos who addressed the City Council regarding the work the Silverado Community does for people with Alzheimer's disease and dementia.

CONSENT CALENDAR

Consent Calendar Items 5 and 6 were pulled for discussion.

Council Member Talt moved to approve the Consent Calendar, consisting of Items 3, 4, 7, 8, 9, 10, 11 and 12; seconded by Council Member Yung. The motion unanimously carried by the following roll call vote: AYES: COUNCIL MEMBERS HUANG, TALT, YUNG, VICE MAYOR WARD, AND MAYOR SUN.

3. **DISBURSEMENT REPORT FOR SEPTEMBER 2017**
Receive and file the Disbursement Report for the month of September 2017.
4. **CASH AND INVESTMENT REPORT FOR THE MONTH OF AUGUST 2017**
Receive and file the Investment Report for the month of August 2017.
7. **DISPOSAL OF SURPLUS PROPERTY BY PUBLIC AUCTION PER ORDINANCE NO. O-12-1268**
Approve disposal of surplus vehicles and equipment by public auction according to SMMC 02.06.06.
8. **AWARD OF CONTRACT FOR A RADIO FREQUENCY IDENTIFICATION (RFID) SYSTEM IN THE AMOUNT OF \$55,254**
Award a contract with MK Solutions for the implementation of the RFID system in the amount of \$55,254; and authorize amendment to FY 2017-2018 Budget, Donations Fund, to recognize additional donation revenue and appropriate additional expenditure budget of \$10,000.
9. **2018 STREET POLE BANNER PROPOSAL FROM SAN MARINO SCHOOLS FOUNDATION**
Approve a request from the San Marino Schools Foundation that is in accordance with Resolution No. R-14-22 for the installation and display of banners citywide between March 1 and June 1, 2018.
10. **ADOPTION OF CLASS SPECIFICATION FOR POLICE CADET AND RESOLUTION NO. R 17-19 AMENDING THE PART TIME RATE SCHEDULE FOR FY 17-18**
Approve the proposed amended Cadet Job Specification; approve the amended pay-rate schedule for part-time staff, effective October 11, 2017 for Cadet and Y-rate Parking Officer position; and adopt Resolution No. R 17-19 Part-Time Salary Schedule.
11. **ADOPTION OF ORDINANCE NO. O-17-1329 AN ORDINANCE OF THE CITY OF SAN MARINO MUNICIPAL CODE TO ESTABLISH AN EXPEDITED PERMITTING PROCESS FOR ELECTRIC VEHICLE CHARGING STATIONS AND FINDING THAT THE ORDINANCE IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (2ND READING)**

Adopt, on second reading, Ordinance No. O-17-1329 An Ordinance of the City of San Marino Municipal Code to Establish an Expedited Permitting Process for Electric Vehicle Charging Stations and Finding that the Ordinance is Categorically Exempt from the California Environmental Quality Act

12. SENATE BILL 1 – ROAD MAINTENANCE AND REHABILITATION ACCOUNT PROJECTS

Adopt Resolution No. R 17-1320 amending the fiscal year 2017/18 Budget to include three street resurfacing projects to be potentially and partially funded with SB 1 Road Maintenance and Rehabilitation Account Funds.

ITEMS PULLED FROM CONSENT

5. RESOLUTION ADOPTING THE CITY OF SAN MARINO 2017 INVESTMENT POLICY

Interim Administrative Services Director Betta confirmed for Council Member Talt, that this Investment Policy would be reviewed and/or amended by the Financial Strategic Planning Ad Hoc Committee when the Committee is officially formed. Council Member Talt also pointed out that the language in Section 5.0 “Delegation of Authority,” should be revised to the “Administrative Services Director” not Finance Director.

Council Member Talt moved to adopt Resolution No. R-17-18 and approve the 2017 Investment Policy as corrected; seconded by Vice Mayor Ward. The motion unanimously carried by the following roll call vote: AYES: COUNCIL MEMBERS HUANG, TALT, YUNG, VICE MAYOR WARD AND MAYOR SUN.

6. MONTHLY FINANCIAL REPORT FOR THE MONTH ENDED AUGUST 31, 2017

Council Member Talt congratulated Interim Administrative Services Director Betta and Interim City Manager Collins and the Ad Hoc Committee for providing a more transparent monthly report. Thereafter, Mr. Betta responded to numerous questions from the Mayor and City Council.

Council Member Talt moved to accept and file the Monthly Financial Report for the month of August 2017; seconded by Vice Mayor Ward. The motion unanimously carried by the following roll call vote: COUNCIL MEMBERS HUANG, TALT, YUNG, VICE MAYOR WARD, MAYOR SUN.

NEW BUSINESS

13. APPOINTMENT OF DESIGN REVIEW COMMITTEE ALTERNATE MEMBERS

Council Member Talt moved to appoint Frances Banerjee and Lon Wahlberg to the Design Review Committee to fill the vacant alternate positions; seconded by Vice Mayor Ward. The motion unanimously carried by the following roll call vote: AYES: HUANG, TALT, YUNG, VICE MAYOR WARD, AND MAYOR SUN.

14. DISCUSSION REGARDING ADOPTING REGULATIONS REGARDING ACCESSORY DWELLING UNITS

Planning and Building Director Aldo Cervantes presented a report regarding accessory dwelling units and AB 2299 and SB 1069 which amended the Government Code to encourage the development of accessory dwelling units. The City adopted Ordinance No. O-17-1318-U establishing interim regulations to prohibit ADUs except in compliance with the provisions of the Ordinance.

The following person(s) spoke:

Cordelia Donnelly (read a letter from Charles Kwon)
Cordelia Donnelly
John Dustin

The City Council discussed the issues and directed staff to find out if the City can preclude two story garage ADUs; and confirm that the City can place deed restrictions on the property. The City Council reviewed each of the Planning Commission's recommendations in the report and after careful consideration, provided direction to staff on each recommendation.

The City Attorney advised the City Council, that staff will take the City Council's comments, the few issues left to research, prepare a redraft and bring the ordinance back at a public hearing at the Adjourned Regular Meeting on October 27, 2017.

The following person(s) spoke:

Cordelia Donnelly

15. STONEMAN SCHOOL UPDATE

Interim City Manager Collins provided the report updating the City Council on the status of the Stoneman School and the cost to bring the facility up to code. She recommended the City Council give staff direction to begin a community workshop process focused on the Stoneman facility only, and to begin working with the Strategic Financial Planning Ad Hoc Committee to determine the best course of action for the funding of Stoneman improvements.

The City Council concurred to follow the recommendation presented by Interim City Manager Collins.

The following person(s) spoke:

Dave Lipps

16. AWARD OF CONSTRUCTION CONTRACT FOR IMPROVEMENTS TO THE LACY PARK RESTROOMS

Park and Public Works Director Michael Throne provided the report to the City Council describing the materials to be used and the features of the renovated restrooms. He reviewed the costs and contingencies for the contract.

The following person(s) spoke:

Gene Ruckh
Gretchen Shepherd Romey

After discussion between the City Council and staff, the City Council continued this item to the next meeting, so the Council can review the materials being used and the quantity, a floor plan of the facility, and the square footage.

17. REINTRODUCTION AND FIRST READING OF ORDINANCE NO. O-17-1327 TO REPEAL RESIDENCY RESTRICTIONS FOR REGISTERED SEX OFFENDERS

City Attorney Flower presented the report reminding the City Council that an urgency ordinance has been adopted and this is the regular ordinance containing the changes to the language that the City Council previously directed staff to make; and, because of the changes the ordinance is being brought back for reintroduction and first reading.

Council Member Yung moved to introduce for first reading Ordinance No. O-17-1327, An Ordinance of the City of San Marino Repealing Section 14.07.05 of the San Marino City Code Restricting the Residences of Registered Sex Offenders; seconded by Vice Mayor Ward. The motion carried by the following roll call vote: AYES: COUNCIL MEMBERS: HUANG, TALT, YUNG, VICE MAYOR WARD AND MAYOR SUN.

18. APPROVAL OF SAN MARINO EMERGENCY OPERATIONS PLAN (EOP)

Fire Chief Rueda presented the Emergency Operations Plan, which describes the scope of preparedness and City management activities necessary for the City. The Plan will bring the City into compliance with the State's requirements. He advised the plan will be used next Thursday at the California's Great Shakeout, in which the City will be conducting emergency center exercises at 9:00 a.m. The exercise will culminate with a simulated briefing to the City Council.

Council Member Talt moved to approve the San Marino Emergency Operations Plan as presented; seconded by Council Member Huang. The motion carried by the Following roll call vote: AYES: HUANG, TALT, YUNG, VICE MAYOR WARD AND MAYOR SUN

19. BUDGET AMENDMENTS: FISCAL YEAR 2016-17 BUDGET RE-APPROPRIATIONS AND REQUESTS FOR RE-BUDGETING

Interim Administrative Services Director Betta explained to Council that unused funds lapse at year-end except capital projects and capital acquisitions of equipment which can carry over to the new fiscal year. Mr. Betta advised the Council circumstances under which unused funds can be carried over. He asked the City Council to make the requested re-appropriations limited to the Police Department and Public Works.

Thereafter, Park and Public Works Director Throne responded to Council Member Talt's concerns regarding bus benches and Proposition A funding.

Council Member Talt moved to authorize and adopt re-appropriation of Fiscal Year 2016-2017 expenditure commitments to the Adopted Fiscal Year 2017-2018 Budget totaling \$344,207 as detailed in Exhibit A to the staff report; and approve Fiscal Year 2017-2018 Lacy Park Restroom Landscape \$5,000 and bus benches projects totaling \$80,000 as detailed in Exhibit A to the staff report; seconded by Council Member Huang. The motion unanimously carried by the following roll call vote: AYES: COUNCIL MEMBERS HUANG, TALT, YUNG, VICE MAYOR WARD, AND MAYOR SUN.

WRITTEN COMMUNICATIONS None.

COUNCIL REPORTS Mayor Sun and Council Member Yung reported on their trip to the Republic of San Marino along with a delegation of 14 community members to further strengthen the Sister City relationship that was established in 1983.

CITY MANAGER'S REPORT Interim City Manager Collins announced this was her last City Council meeting and thanked the City Council for the opportunity to serve the community for the past 14 months. She also thanked the staff for their assistance and pulling together as a team.

The following person(s) spoke:
Gretchen Shepherd Romey

CITY COUNCIL CALENDAR The City Council reviewed the calendar.

PUBLIC WRITINGS DISTRIBUTED None.

PUBLIC COMMENTS

Gene Ruckh complemented Ms. Collins for her hard work and dedication, stating he was going to miss her. He also addressed the retirement benefits, the unfunded liability, and placing an Environmental Impact Fee on the Huntington Library.

ADJOURNMENT

There being no further business to come before the City Council, the Meeting was adjourned at 9:39 p.m. to the adjourned regular meeting to be held on **FRIDAY, October 27, 2017 at 8:00 A.M.**



VERONICA RUIZ, CMC
CITY CLERK