

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

**CALL TO ORDER:** Mayor Steve Talt called the meeting to order at 6:02 p.m. in the City Hall Council Chambers, 2200 Huntington Drive, San Marino, California 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**

There were no public comments at this time.

**CITY MANAGER'S REPORT**

City Manager Marcella Marlowe provided an update on the state of the City's operations over the last month.

**MOTION TO WAIVE FURTHER READINGS**

Council Member Shepherd Romey moved to waive the reading of the entire text of ordinances and resolutions; seconded by Council Member Jakubowski. The motion carried unanimously by the following vote: AYES: Council Member Jakubowski, Council Member Shepherd Romey, Council Member Ude, Vice Mayor Huang, and Mayor Talt. NOES: None.

**CEREMONIAL**

**1.       FRIENDS OF THE CROWELL PUBLIC LIBRARY DONATION**

Library Director Irene McDermott was presented with a check in the amount \$50,000, raised by the Friends of the Crowell Public Library.

**2.       NEW VOLUNTEER PROGRAM OPPORTUNITIES**

Parks and Public Works Administrative Analyst Dana Hang provided the staff report.

**3.       SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS GOLD LEVEL ENERGY LEADER AWARD**

Project Assistant Peter Duyshart of the San Gabriel Valley Council of Governments presented the City with a Gold Level plaque, recognizing the City's leadership in energy conservation.

**CONSENT CALENDAR**

Council Member Ude requested that Item 5 be pulled from the Consent Calendar for discussion.

Council Member Shepherd Romey requested that Items 10, 11, 12, and 14 be pulled from the Consent Calendar for discussion.

Council Member Jakubowski requested that Item 7 be pulled from the Consent Calendar for discussion.

Mayor Talt requested that Item 13 be pulled from the Consent Calendar for discussion.

Consent Calendar Items 5, 7, and 14 were pulled for brief discussion and clarification before being considered for adoption.

Council Member Shepherd Romey moved, seconded by Council Member Ude, to adopt the Consent Calendar consisting of Items 4, 5, 6, 7, 8, 9, 14, 15, 16, 17, 18, and 19. Following a roll call, the motion carried unanimously by the following vote: AYES: Council Member Jakubowski, Council Member Shepherd Romey, Council Member Ude, Vice Mayor Huang, and Mayor Talt. NOES: None.

**4. DISBURSEMENTS REPORT FOR OCTOBER 2018**

The City Council received and filed the report.

**6. APPROVAL OF MINUTES**

The City Council approved the Minutes of the Special Meeting of October 10, 2018, the Regular Meeting of October 10, 2018, the Special Meeting of October 17, 2018, and the Adjourned Meeting of October 26, 2018.

**8. REQUEST TO CLOSE LIBRARY JANUARY 21<sup>ST</sup> AND APRIL 21<sup>ST</sup>, 2019**

The City Council authorized the closure of the Crowell Public Library on Monday, January 21, 2019 and Sunday, April 21, 2019.

**9. NOTIFICATION OF EMERGENCY TREE APPLICATION FOR THE PROPERTY KNOWN AS 2916 SOMERSET PLACE**

The City Council received and filed the report.

**15. APPROVAL OF NOTICE OF COMPLETION FOR CITYWIDE SIDEWALK REPLACEMENT (FEDERAL-AID) PROJECT NO. 9272**

The City Council accepted the Citywide Sidewalk Replacement (Federal-Aid) Project No. 9272 as complete and authorized the City Clerk to file the Notice of Completion.

**16. APPROVAL OF AN UPSIZE TREE REPLACEMENT**

The City Council authorized the Parks and Public Works Director to upsize a replacement stock tree on Lorain Road from a 15-gallon equivalent to a 24-inch box Oak Tree.

**17. APPROVAL OF AMENDMENT TO AGREEMENT WITH THE SAN MARINO UNIFIED SCHOOL DISTRICT FOR USE OF THE SAN MARINO HIGH SCHOOL POOL FOR TERM ENDING JUNE 30, 2019**

The City Council authorized the City Manager to execute the First Amendment to the Agreement for use of the San Marino High School pool with the City of San Marino.

**18. ADOPTION OF RESOLUTION NO. R-18-13, AMENDING THE CITY'S CONFLICT OF INTEREST CODE**

The City Council adopted Resolution R-18-13, amending the Conflict of Interest Code for the City of San Marino.

**19. APPROVAL OF PURCHASE ORDER TO ZOLL MEDICAL CORPORATION FOR THE PURCHASE OF ONE (1) X-SERIES CARDIAC MONITOR/DEFIBRILLATOR**

The City Council waived the bidding requirement pursuant to section §2.06.05.B.2.b of the City Code and approved a purchase order to Zoll Medical Corporation in the amount of \$36,902.29 for the purchase of one (1) Zoll X-Series Cardiac Monitor/Defibrillator.

**CONSENT CALENDAR ITEMS PULLED FOR DISCUSSION**

**5. FIRST QUARTER FINANCIAL REPORT AS OF SEPTEMBER 30, 2018**

The City Council received and filed the report.

**7. RATIFICATION OF THE 2017/2018 ANNUAL PUBLIC LIBRARY SURVEY**

City Librarian Irene McDermott provided the staff report.

Council Member Shepherd Romey moved, seconded by Council Member Ude, to ratify the 2017/2018 Annual Public Library Survey that the City Librarian has filed with the State Library. The motion passed unanimously by the following vote: AYES: Council Member Jakubowski, Council Member Shepherd Romey, Council Member Ude, Vice Mayor Huang, and Mayor Talt. NOES: None.

**10. A REQUEST FOR AN EMERGENCY TREE PERMIT TO REMOVE A TREE ON THE PROPERTY KNOWN AS 1165 ROSALIND ROAD**

Planning and Building Director Aldo Cervantes provided the staff report.

Council Member Shepherd Romey moved, seconded by Vice Mayor Huang, to deny the request for an Emergency Tree Removal of two (2) *Quercus agrifolia* trees at 1165 Rosalind Road. The motion to deny was approved by the following vote: AYES: Council Member Shepherd Romey and Vice Mayor Huang. NOES: Mayor Talt. ABSTAIN: Council Member Jakubowski and Council Member Ude.

**11. A REQUEST FOR AN EMERGENCY TREE PERMIT TO REMOVE A TREE ON THE PROPERTY KNOWN AS 1880 SYCAMORE DRIVE**

Planning and Building Director Aldo Cervantes provided the staff report.

Council Member Shepherd Romey moved, seconded by Vice Mayor Huang, to deny the request for an Emergency Tree Removal of one (1) *Quercus agrifolia* tree at 1880 Sycamore Drive. The motion to deny was approved by the following vote: AYES: Council Member Shepherd Romey, and Vice Mayor Huang. NOES: Mayor Talt. ABSTAIN: Council Member Jakubowski and Council Member Ude.

**12. AUTHORIZATION TO INSTALL A STOP SIGN CONTROL AT CUMBERLAND ROAD AND WINSTON AVENUE**

Parks and Public Works Director Michael Throne provided the staff report.

Mayor Talt moved, seconded by Council Member Ude, to submit Item 12 to the Public Safety Commission for their review. The motion passed unanimously by the following vote: AYES: Council Member Jakubowski, Council Member Shepherd Romey, Council Member Ude, Vice Mayor Huang, and Mayor Talt. NOES: None.

**13. RECOMMENDATION TO WAIVE THE WEEKEND LACY PARK ADMISSION FEES FOR EMPLOYEES OF THE CITY AND THE SAN MARINO UNIFIED SCHOOL**

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

Mayor Talt moved, seconded by Council Member Shepherd Romey, to waive the Lacy Park weekend admission fee for the following categories: Employees of the City and the San Marino Unified School District, and up to three (3) non-resident guests over the age of four, and up to three (3) non-resident guests of a resident (when accompanying a resident above the age of four), and find that this waiver will not cause the fee to rise for other persons using Lacy Park or significantly impact the cost to maintain and operate Lacy Park, and incorporate this change to fee number S-151 at the next update of Resolution No. R-17-15 'Schedule of fees for various city activities and services.'" The following motion passed unanimously by the following vote: AYES: Council Member Jakubowski, Council Member Shepherd Romey, Council Member Ude, Vice Mayor Huang, and Mayor Talt. NOES: None.

**14. INSTALLATION OF TWO TRAFFIC SIGNAL CONTROLLER CABINETS BY SIEMENS INDUSTRY, INC., IN AN AMOUNT NOT TO EXCEED \$49,750 AND WAIVER OF BIDDING PER SMMC 02.06.05 B 2B**

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

Council Member Shepherd Romey moved, seconded by Council Member Ude, that it is in the City's best interest to waive the bidding requirement of Municipal Code §2.06.05.B.2.b and approve the procurement and installation of two (2) traffic signal controller cabinets by Siemens Industry, Inc., in an amount not to exceed \$49,750. The following motion passed unanimously by the following vote: AYES: Council Member Jakubowski, Council Member Shepherd Romey, Council Member Ude, Vice Mayor Huang, and Mayor Talt. NOES: None.

**CITY TREASURER'S REPORT**

**20. CASH AND INVESTMENT REPORT FOR THE MONTH OF SEPTEMBER 2018**

City Treasurer Annie Han provided the staff report.

The City Council received and filed the report.

**NEW BUSINESS**

**21. ADOPTION OF RESOLUTION NO. R-18-14, - ELECTION FOR THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY BOARD OF DIRECTORS REPRESENTING CITIES THAT DO NOT HAVE PUMPING RIGHTS**

Council Member Jakubowski moved, seconded by Vice Mayor Huang, to adopt Resolution No. R-18-14, and cast San Marino's vote for Margaret Clark. The following motion passed unanimously by the following vote: AYES: Council Member Jakubowski, Council Member Shepherd Romey, Council Member Ude, Vice Mayor Huang, and Mayor Talt. NOES: None.

**22. AWARD OF CONSTRUCTION CONTRACT IN THE AMOUNT OF \$337,400 TO MEYERS CONSTRUCTION CO. OF LONG BEACH FOR THE LACY PARK RESTROOM REPLACEMENT PROJECT**

Parks and Public Works Director Michael Throne provided the staff report.

Council Member Shepherd Romey moved, seconded by Council Member Ude, to approve the plans and specifications for the Lacy Park restroom replacement project and: 1) moved to award a construction contract in the amount of \$337,400 to Meyers Construction Co. of Long Beach for the Lacy Park restroom replacement project and; 2) moved to authorize the Parks and Public Works Director to approve contract change orders if warranted in a

cumulative amount not to exceed \$33,700. The following motion passed unanimously by the following vote: AYES: Council Member Jakubowski, Council Member Shepherd Romey, Council Member Ude, Vice Mayor Huang, and Mayor Talt. NOES: None.

**23. AUTHORIZATION FOR THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH INTELESYSONE FOR IT CONSULTING SERVICES**

City Manager Marcella Marlowe provided the staff report.

Council Member Jakubowski moved, seconded by Mayor Talt, to authorize the City Manager to execute an agreement with IntelesysOne for the term of 36 months with the associated monthly rate. The following motion passed unanimously by the following vote: AYES: Council Member Jakubowski, Council Member Shepherd Romey, Council Member Ude, Vice Mayor Huang, and Mayor Talt. NOES: None.

**24. REQUEST FOR POLICY DIRECTION TO STAFF REGARDING HOLIDAY DECORATIONS**

City Manager Marcella Marlowe provided the staff report.

The following person(s) spoke:

Charlene Johnson, San Marino

Mayor Talt moved, seconded by Council Member Shepherd Romey, that the City of San Marino, as a policy, will have Christmas trees and other holiday decorations at the public buildings in San Marino, including City Hall, Crowell Public Library and Stoneman. The motion passed unanimously by the following vote: AYES: Council Member Jakubowski, Council Member Shepherd Romey, Council Member Ude, Vice Mayor Huang, and Mayor Talt. NOES: None.

**PUBLIC HEARING**

**25. RECOMMENDATION TO APPROVE AN URGENCY ORDINANCE ENACTED PURSUANT TO GOVERNMENT CODE SECTION 65858 EXTENDING THE MORATORIUM ESTABLISHED BY URGENCY ORDINANCE NO. O-18-1343-U ON THE ISSUANCE OF TREE REMOVAL OF OR DAMAGE TO CERTAIN CATEGORIES OF TREES, AND DECLARING THE URGENCY THEREOF.**

Planning and Building Director Aldo Cervantes provided the staff report.

The Mayor opened the public hearing at 7:44 p.m. There being no public comments, the Mayor closed the public hearing.

Council Member Shepherd Romey moved, seconded by Council Member Jakubowski, to submit the Government Code Section 65858(d) report and adopt Urgency Ordinance O-

18-1344-U. The following motion passed unanimously by the following vote: AYES: Council Member Jakubowski, Council Member Shepherd Romey, Council Member Ude, Vice Mayor Huang, and Mayor Talt. NOES: None.

Council Member Jakubowski moved, seconded by Council Member Ude, that a subcommittee of the City Council be formed for the reviewing of the tree removal request under the emergency amendment ordinance, and that two (2) members of the City Council work with the two (2) City Arborists, and make reports back to Council for approval or denial. The following motion passed unanimously by the following vote: AYES: Council Member Jakubowski, Council Member Shepherd Romey, Council Member Ude, Vice Mayor Huang, and Mayor Talt. NOES: None.

Council Member Shepherd Romey and Vice Mayor Huang were nominated as members of the subcommittee by consensus and without objection.

**WRITTEN COMMUNICATIONS OR PUBLIC WRITINGS DISTRIBUTED**

No written communications or public writings were distributed.

**COUNCIL REPORTS**

Council Member Shepherd Romey announced Small Business Saturday, occurring Thanksgiving weekend, and encouraged residents to shop locally.


**PUBLIC COMMENTS**

The following person(s) spoke:

Gene Ruckh, San Marino (*provided handouts*)

**ADJOURNMENT**

Mayor Talt adjourned the meeting at 7:53 p.m.

  
AMANDA FOWLER  
ACTING CITY CLERK