

CITY OF SAN MARINO
REVISED
CITY COUNCIL AGENDA

Steve Talt, Mayor

Steven W. Huang, DDS, Vice Mayor

Susan Jakubowski, Council Member

Gretchen Shepherd Romey, Council Member

Ken Ude, Council Member

Marcella Marlowe, Ph.D., City Manager



www.cityofsanmarino.org

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City Hall Council Chamber

2200 Huntington Drive

San Marino, CA 91108

REGULAR MEETING
WEDNESDAY, FEBRUARY 14, 2018
6:00 P.M.
CITY HALL COUNCIL CHAMBER
2200 HUNTINGTON DRIVE
SAN MARINO, CA 91108

The City of San Marino appreciates your attendance. Citizens' interest provides the Council with valuable information regarding issues of the community.

Regular Meetings are held on the 2nd Wednesday of every month at 6:00 p.m. Adjourned Regular Meetings are held on the last Friday of every month at 8:00 a.m.

In compliance with the American Disabilities Act, any person with a disability who requires a modification or accommodation in order to participate in a meeting should contact the City Clerk's Office at (626) 300-0705 at least 48 hours prior to the meeting.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

POSTING OF AGENDA

The agenda is posted 72 hours prior to each meeting at the following locations: City Hall, 2200 Huntington Drive, the Crowell Public Library, 1890 Huntington Drive and the Recreation Department, 1560 Pasqualito Drive. The agenda is also posted on the City's Website: <http://www.cityofsanmarino.org>

PUBLIC COMMENTS

The City Council welcomes public input. Members of the public may address the City Council by completing a public comment card and giving it to the City Clerk prior to the meeting. At this time, the public may address the City Council on items that are not on the agenda. Pursuant to state law, the City Council may not discuss or take action on issues not on the meeting agenda (Government Code Section 54954.2). The Mayor reserves the right to place limits on duration of comments. Staff may be asked to follow up on such items.

CITY MANAGER’S REPORT

This is an opportunity for the City Manager to inform the City Council and the public of any upcoming events or matters of interest to the Community.

MOTION TO WAIVE FURTHER READINGS

This action permits the City Council to act on ordinances and resolutions without having to read the entire text of the ordinance or resolution. The title of an ordinance on First Reading must be read in its entirety. An ordinance on Second Reading does not require having the title read. However, the City Council may request that an ordinance or resolution be read in its entirety before taking any action.

PRESENTATIONS

- 1. RECOGNITION OF BOOKMARK CONTEST WINNERS BY THE LIBRARY FOUNDATION**

APPOINTMENTS

- 2. APPOINTMENT TO THE PLANNING COMMISSION**

Recommendation: “A motion to appoint Jeri Wright to serve on the Planning Commission to fill the remainder of the current term vacancy ending June 30, 2020.”

CONSENT CALENDAR

Members of the public may at this time speak on any items on the Consent Calendar. After which, the Mayor will request members of the City Council to indicate if there are any items on the Consent Calendar that should be discussed individually. These items will be pulled from the Consent Calendar and acted on separately.

3. DISBURSEMENTS REPORT FOR JANUARY 2018

Recommendation: Receive and file the Disbursements Report for the month of January 2018.

4. APPROVAL OF MINUTES

Recommendation: Staff recommends the City Council approve the Minutes of the Regular Meeting of December 13, 2017, the Special Meeting of January 10, 2018, the Regular Meeting of January 10, 2018, and the Special Regular Meeting of January 26, 2018.

5. ACCEPTANCE AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION FOR THE FY 17-18 STREET REHABILITATION PROJECT NO. 9271

Recommendation: “A motion to accept the FY 17-18 Street Resurfacing Project as complete and authorize the City Clerk to file the Notice of Completion.”

6. ACCEPTANCE AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION FOR THE CROWELL PUBLIC LIBRARY EXTERIOR PAINTING PROJECT NO. 1000

Recommendation: “A motion to accept the Crowell Public Library Exterior Painting project as complete and authorize the City Clerk to file the Notice of Completion.”

7. ORDINANCE NO. O-18-1334, CHANGING THE TRAFFIC ADVISORY COMMISSION TO THE PUBLIC SAFETY COMMISSION (SECOND READING)

Recommendation: “A motion to adopt Ordinance No. O-18-1334, an Ordinance of the City of San Marino creating a Public Safety Commission and amending Article 14, Chapter 2 of the San Marino City Code, to be effective on March 16, 2018.”

8. CHINESE SCHOOL OF SAN MARINO SUMMER RENTAL AT STONEMAN

Recommendation: “A motion to authorize a reduced rental fee of \$7,555 to the Chinese School of San Marino for the rental of Stoneman School classrooms for their 2018 summer school program.”

9. APPROVAL OF CONTRACT AMENDMENT WITH DYNAMIC BUILDING MAINTENANCE FOR JANITORIAL SERVICES

Recommendation: “A motion to approve the addition of Amendment No. 1 with Dynamic Building Maintenance, and authorize the Mayor to execute and the City Clerk to attest the document.”

CITY TREASURER’S REPORT

10. CASH AND INVESTMENT REPORT FOR THE MONTH OF DECEMBER 2017

Recommendation: That the City Council receive and file the Cash and Investment Report for the month of December 2017.

NEW BUSINESS

11. REQUEST FOR DESIGNATION OF LOCAL HISTORIC LANDMARK- 1155 OAK GROVE AVENUE, (THORNTON)

Recommendation: “A motion to approve the proposed Resolution designating the Thornton Estate property as a local historic landmark.”

12. FISCAL YEAR 2017-18 MIDYEAR FINANCIAL REVIEW AND FINANCIAL PLANNING RECOMMENDATIONS

Recommendations: Staff recommends the following motions:

“I move to direct the City Manager to return to the City Council with:

- A recommended staffing plan for the city’s finance operations;
- A report on early redemption of the City’s Pension Obligation Bonds;
- A policy for the functioning of the Capital Equipment Proprietary Fund by 31 May 2018; and
- A resolution of continuing operational appropriations effective through 31 August 2018.”

“I move to direct the City Manager to:

- Not substantively alter the City’s Fee Schedule as presented in the Proposed FY 19 Budget;
- Immediately cease assessment and collection of the \$100 “No Transport Service at Scene” component of City Fee for Service S-112 (Emergency Medical Transport); and
- Publish a study of the total cost of services and contracts provided by the City to San Marino Unified School District.”

“I move to direct the City Attorney to:

- Publish a research memorandum on municipal taxation that might be applied to the Huntington Library and Gardens.”

“I move to complete this round of long-term and operational planning by establishing the following timelines:

- The Long-Term Strategic Financial Planning Committee complete its work and place it on public record by 31 March 2018;
- The City’s Strategic Plan be completed and placed on public record by 31 May 2018;
- The Preliminary FY 19 Budget be considered by the City Council in July 2018; and
- The City Council adopt its Adopted FY 19 Budget in August 2018.”

“I move to direct staff to implement the following for the FY 19 budget:

- Pay its OPEB annual required contribution (ARC) as a matter of annual budgetary practice;
- Make a full lump-sum payment of the \$221,575 accrued OPEB liability so that all OPEB liability is eliminated from the FY 2018 Financial Statements;
- Include a transfer amount from the General Fund adequate to eliminate the Capital Projects Fund deficit; and
- Eliminate dormant accounting funds from the City’s General Ledger and collapse outstanding excess or deficit balances into the General Fund for Fiscal Year Ended 30 June 2018.”

“I move that the City’s FY 19 Budget Calendar be revised to document all actions of the City Council taken with respect to this item.”

13. AMENDMENT OF PROFESSIONAL SERVICES AGREEMENT – ACCOUNTANT SERVICES

Recommendation: “A motion to 1) Approve the amendment to the contract with Vavrinek, Trine & Day, with a not-to-exceed amount of \$93,600; and 2) Authorize the City Manager to execute the amendment.”

14. AUTHORIZATION TO PROCURE CITYWIDE MOBILE/CELL SERVICE AND CELL PHONES

Recommendation: “I move to:

1. Authorize the City Manager to procure a City cell service plan with a not-to-exceed amount of \$43,500 and to execute any necessary agreement or service plan documents with the selected cell service provider for cell service and devices; and
2. Direct staff to commence any required meet-and-confer procedures with the hope of reaching agreement to move away from a technology allowance and toward the issuance of a city-issued phone and service plan.”

PUBLIC HEARINGS**15. CONSIDERATION OF ADOPTION OF RESOLUTION R-16-02 APPROVING CDBG FUNDING RECOMMENDATIONS FOR FISCAL YEAR 2016-2017**

Recommendation: “A motion to approve the proposed Resolution designating the Thornton Estate property as a local historic landmark.”

WRITTEN COMMUNICATIONS This is an opportunity to announce any written communications pertaining to the City received by members of the City Council.

COUNCIL REPORTS This is an opportunity for members of the City Council to inform the public of any meetings or conferences they may have attended.

CITY MANAGER’S REPORT This is an opportunity for the City Manager to inform the City Council and the public of any upcoming events or matters of interest to the Community.

CITY COUNCIL CALENDAR

Scheduling Dates for Future Council Meetings.

PUBLIC WRITINGS DISTRIBUTED

All public writings distributed by the City of San Marino to at least a majority of the City Council regarding any item on this agenda will be made available at the Public Counter at City Hall located at 2200 Huntington Drive, San Marino, California.

PUBLIC COMMENTS**ADJOURNMENT**

The San Marino City Council will adjourn to the next adjourned regular meeting to be held on **FRIDAY, MARCH 2, 2018, at 8:00 A.M.** in the Barth Room at the Crowell Public Library, 1890 Huntington Drive, San Marino, California.

Dated: February 9, 2018

Posted: February 9, 2018

VERONICA RUIZ, CMC
CITY CLERK