

CITY OF SAN MARINO
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



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City Hall Council Chamber

2200 Huntington Drive

San Marino, CA 91108

REGULAR MEETING
WEDNESDAY, JULY 11, 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. **PRESENTATION OF CERTIFICATE TO STUDENT MAYOR FOR THE DAY – JIA QIAN (SKY) ZHANG**
2. **RECOGNITION OF OUTGOING MEMBERS OF THE PLANNING COMMISSION: HOWARD BRODY AND MARCOS VELAYOS**
3. **RECOGNITION OF OUTGOING MEMBERS OF THE DESIGN REVIEW COMMITTEE: JOHN DUSTIN AND CORINNA WONG**
4. **PRESENTATION OF CERTIFICATES OF APPRECIATION TO THE 4TH OF JULY PARTICIPANTS**
5. **PRESENTATION OF PROCLAMATION RECOGNIZING JULY AS PARKS & RECREATION MONTH**
6. **INTRODUCTION OF NEW POLICE OFFICERS: JEANETTE ALVAREZ, CODY STURGES, AND TYLER ROACH. INTRODUCTION OF NEW POLICE CADETS: BRANDON ESPINOZA, JOCELYN SERRANO, AND MARIAH FELIX**

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.

7. DISBURSEMENTS REPORT FOR JUNE 2018

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

8. MONTHLY FINANCIAL REPORT FOR THE MONTH OF MAY 2018

Recommendation: A motion to receive and file the monthly Financial Report for the month of May 2018.

9. APPROVAL OF MINUTES

Recommendation: Staff recommends the City Council approve the Minutes of the Public Hearing of June 11, 2018, the Special Meeting of June 13, 2018, and the Regular Meeting of June 13, 2018.

10. APPROVAL OF DESTRUCTION OF OBSOLETE CITY RECORDS IN ACCORDANCE WITH THE CITY'S RETENTION SCHEDULE

Recommendation: Staff recommends the City Council approve the requests to destroy records that are eligible for destruction pursuant to the City's records retention schedule.

11. DESIGNATION OF VOTING DELEGATE AND ALTERNATE FOR LEAGUE OF CA CITIES ANNUAL CONFERENCE

Recommendation: A motion to appoint Mayor Steve Talt as a voting delegate and Vice Mayor Steven Huang as an alternate for the Annual Business Meeting at the League of California Cities Conference scheduled for September 14, 2018.

12. REVISED VOLUNTEER PROGRAM - MANUAL

Recommendation: A motion to 1) adopt the attached Volunteer Manual; and 2) direct the Human Resources Manager to meet and confer as necessary.

13. AUTHORIZATION TO ENTER CONTRACT - BROKER OF RECORD – EMPLOYEE BENEFITS PROGRAM

Recommendation: A motion to 1) authorize the City Manager to sign five-year agreement with USI for Broker of Record – Benefits; and 2) direct staff to include \$15,000 in Proposed FY19 Budget, account 101-XX-4150-000.

CITY TREASURER’S REPORT

14. CASH AND INVESTMENT REPORT FOR THE MONTH OF MAY 2018

Recommendation: Receive and file the Cash and Investment Report for the month of May 2018.

NEW BUSINESS

15. PRESENTATION BY JOHN MORRIS, REPRESENTATIVE OF THE METROPOLITAN WATER DISTRICT, REGARDING WATER SUPPLY ISSUES

Recommendation: Staff recommends that the Council receive Mr. Morris’ report on the Water District.

16. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN MARINO AMENDING THE CITY CODE BY AMENDING THE MINIMUM REQUIRED PROPERTY MAINTENANCE STANDARDS FOR CONSTRUCTION PROJECTS

Recommendation: A motion to read by title only and introduce Ordinance No. O-18-1337 on first reading.

PUBLIC HEARING

17. AN ORDINANCE OF THE CITY OF SAN MARINO AMENDING CHAPTER 11 AND 23 OF THE SAN MARINO CITY CODE PERTAINING TO BUSINESS LICENSE AND HOME OCCUPATIONS

Recommendation: A motion to read by title only and introduce Ordinance No. O-18-1338 on first reading.

18. APPEAL OF CONDITIONAL USE PERMIT NO. CUP18-02, DESIGN REVIEW CASE NOS. DRC18-27, DRC18-28, AND MASTER SIGN PROGRAM NO. MSP18-02 PROPERTY IDENTIFIED AS ASSESSOR

PARCEL NUMBER 5324-027-036, VACANT LOT LOCATED BETWEEN 2459 AND 2481 MISSION STREET, (KHERADMANDAN/DAHL)

Recommendation: A motion to refer the matter back to the Planning Commission with direction to the property owner to address the Planning Commission's concerns.

19. APPEAL OF CONDITIONAL USE PERMIT NO. CUP17-29 DESIGN REVIEW CASE NO. DRC17-113 1055 SHERWOOD ROAD (PROCEDURAL)

Recommendation: A motion to instruct the city clerk to set the matter for hearing within forty (40) days before itself. At such hearing, it shall hear and decide the case de novo. Such hearing shall be conducted in the manner and with the notice herein prescribed for the commission.

CONTINUED BUSINESS

20A. PRELIMINARY PROPOSED BUDGET PRESENTATION FOR FY 18-19 – FOLLOW UP

Recommendation: Staff recommends that the City Council give appropriate direction as requested on the outstanding items, so that we may return on July 27, 2018, with the proposed budget.

20B. DRAFT FY 2019 CAPITAL BUDGET AND 5-YEAR EXPENDITURE PLANS

Recommendation: It is recommended that the City Council receive the presentation on the draft capital budget and 5-year expenditure plans and provide direction and insight to the City Manager and the Parks and Public Works Director on which expenditures and/or improvements should be included for approval in the FY2019 capital budget.

WRITTEN COMMUNICATIONS OR PUBLIC WRITINGS DISTRIBUTED

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

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 COUNCIL CALENDAR

Scheduling Dates for Future Council Meetings.

PUBLIC COMMENTS

ADJOURNMENT

The San Marino City Council will adjourn to the next adjourned regular meeting to be held on **FRIDAY, JULY 27, 2018, at 8:00 A.M.** in the Barth Room at the Crowell Public Library, 1890 Huntington Drive, San Marino, California.

Dated: July 6, 2018

Posted: July 6, 2018

VERONICA RUIZ, CMC
CITY CLERK