

**MINUTES  
REGULAR MEETING  
OF THE SAN MARINO CITY COUNCIL  
JULY 11, 2018 - 6:00 P.M.**

**CALL TO ORDER:** “Mayor for the Day” Sky Jia Qian Zhang called the meeting to order at 6:02 p.m. in the City Hall Council Chamber, 2200 Huntington Drive, San Marino, CA 91108.

**PLEDGE OF ALLEGIANCE:** “Mayor for the Day” Sky Zhang led the Pledge of Allegiance.

**ROLL CALL**           **PRESENT:** Council Member Jakubowski, Council Member Shepherd Romey, Vice Mayor Huang, Mayor Talt, and “Mayor for the Day” Sky Zhang

**ABSENT:** Council Member Ude

**PUBLIC COMMENTS**

The following person(s) spoke:

Robert Houston, San Marino

Helen Cheng, San Marino

Kristine Courdy, representing the City of South Pasadena Public Works Department

**PRESENTATIONS**

**1.       PRESENTATION OF CERTIFICATE TO STUDENT MAYOR FOR THE DAY – JIA QIAN (SKY) ZHANG**

Mayor Steve Talt presented a certificate recognizing Sky Zhang for serving as “Mayor for the Day”.

**2.       RECOGNITION OF OUTGOING MEMBERS OF THE PLANNING COMMISSION: HOWARD BRODY AND MARCOS VELAYOS**

Mayor Steve Talt and “Mayor for the Day” Sky Zhang presented City tiles to former Planning Commissioners: Howard Brody and Marcos Velayos.

**3.       RECOGNITION OF OUTGOING MEMBERS OF THE DESIGN REVIEW COMMITTEE: JOHN DUSTIN AND CORINNA WONG**

Mayor Steve Talt and “Mayor for the Day” Sky Zhang presented City tiles to former Design Review Committee Members: John Dustin and Corinna Wong.

**4. PRESENTATION OF CERTIFICATES OF APPRECIATION TO THE 4<sup>TH</sup> OF JULY PARTICIPANTS**

Recreation Manager Rosa Pinuelas introduced the participants who helped to make the City's 4<sup>th</sup> of July event a success.

**5. PRESENTATION OF PROCLAMATION RECOGNIZING JULY AS PARKS & RECREATION MONTH**

Mayor Steve Talt and "Mayor for the Day" Sky Zhang presented a proclamation to Recreation Commission Chair Raymond Woo 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**

Police Chief John Incontro introduced new San Marino police officers Jeanette Alvarez, Cody Sturges, and Tyler Roach, and new San Marino police cadets Brandon Espinoza, Jocelyn Serrano, and Mariah Felix.

Council Member Susan Jakubowski left the meeting at 6:25 p.m.; and returned at 6:34 p.m.

**CITY MANAGER'S REPORT**

City Manager Marcella Marlowe reported on the City's operations from the previous 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 Vice Mayor Huang. The motion carried unanimously by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None. ABSENT: Council Member Ken Ude.

**CONSENT CALENDAR**

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

Council Member Jakubowski moved to adopt the Consent Calendar consisting of Items 8, 9, 10, 11, 12, and 13; seconded by Council Member Shepherd Romey. Following a roll call, the motion carried unanimously by the following vote: AYES: Council Member

Susan Jakubowski, Council Member Gretchen Shepherd Romey, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None. ABSENT: Council Member Ken Ude.

8. **MONTHLY FINANCIAL REPORT FOR THE MONTH OF MAY 2018**  
Receive and file the monthly Financial Report for the month of May 2018.
9. **APPROVAL OF MINUTES**  
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**  
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**  
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**  
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**  
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.

**CONSENT CALENDAR ITEMS PULLED FOR DISCUSSION**

**7. DISBURSEMENTS REPORT FOR JUNE 2018**

Council Member Jakubowski moved to receive and file the Disbursements Report for the month of June 2018; seconded by Council Member Shepherd Romey. Following a roll call, the motion carried unanimously by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None. ABSENT: Council Member Ken Ude.

**CITY TREASURER'S REPORT**

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

City Treasurer Annie Han presented the report.

It was the consensus of the Council to 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**

The City's Representative to the Metropolitan Water District John Morris presented information regarding water supply issues.

The following person(s) spoke:  
Dale Pederson, San Marino

There was no action taken.

**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**

Planning and Building Director Aldo Cervantes presented the staff report.

After discussion by the City Council, City Attorney Flower summarized the following amendments to proposed Ordinance No. O-18-1337:

Change the second sentence of Section 1(A) to read "Said sign may be attached to a construction fence and must be 6 square in area and no greater than 36 inches in length."; add "No other signs shall be permitted in connection with the project."

Change the first sentence of Section 1(C) to read "Construction fencing must be installed on the site of any residential or commercial structure that is being, in whole or in part, demolished or reconstructed."

Remove the last sentence from Section 1(E).

Change Section 1(I) to read "Construction worker vehicles, equipment, and fencing gates shall not block sidewalks."

Correct the typo in the third sentence of Section 1(L) from "of" to "or".

Remove Section 1(O), and include the language in the beginning paragraph of Section 1.

Council Member Jakubowski moved to introduce by title only Ordinance No. O-18-1337 regarding property maintenance standards for construction projects with the proposed amendments. The motion was seconded by Council Member Shepherd Romey. Following the reading of the title of Ordinance No. O-18-1337 "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 ” into the record by the City Clerk and a roll call, the motion carried unanimously by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None. ABSENT: Council Member Ken Ude.

### **PUBLIC HEARINGS**

#### **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**

Planning and Building Director Aldo Cervantes presented the staff report.

Mayor Talt opened the public hearing at 7:21 p.m. There being no public comments, the Mayor closed the public hearing.

After discussion by the City Council, City Attorney Flower summarized the following amendments to proposed Ordinance No. O-18-1338:

Remove “or tutoring” from Section 3(B)(1).

Remove the last sentence from Section 3(B)(10).

Correct the typo in Section 5, by removing “the” and capitalizing the “O” in “Ordinance”.

Council Member Shepherd Romey moved to introduce by title only Ordinance No. O-18-1337 regarding business license and home occupations with the proposed amendments. The motion was seconded by Vice Mayor Huang. Following the reading of the title of Ordinance No. O-18-1338 “AN ORDINANCE OF THE CITY OF SAN MARINO AMENDING CHAPTER 11 AND 23 OF THE SAN MARINO CITY CODE PERTAINING TO HOME OCCUPATIONS ” into the record by the City Clerk and a roll call, the motion carried unanimously by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None. ABSENT: Council Member Ken Ude.

#### **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)**

Planning and Building Director Aldo Cervantes presented the staff report.

Mayor Talt opened the public hearing at 7:42 p.m.

The following person(s) spoke:

Richard McDonald, Attorney for the applicant

There being no further public comments, the Mayor closed the public hearing at 7:43 p.m.

Mayor Talt moved to refer the matter back to the Planning Commission with the condition that a traffic study be commissioned and paid for by the applicant, and include in the new plan the removal of the gate. The motion was seconded by Council Member Jakubowski. The motion carried 3-1-1 by the following vote: AYES: Council Member Susan Jakubowski, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: Council Member Shepherd Romey. ABSENT: Council Member Ken Ude.

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

Planning and Building Director Aldo Cervantes presented the staff report.

Mayor Talt opened the public hearing at 7:56 p.m.

The following person(s) spoke:

Eduardo Repetto, Applicant  
Dennis Smith, Architect for the project  
Gene Ruckh, San Marino

There being no further public comments, the Mayor closed the public hearing at 8:10 p.m.

Council Member Jakubowski moved to affirm the action of the commission; seconded by Vice Mayor Huang. The 2-2-1 vote was as follows: AYES: Council Member Susan Jakubowski, Vice Mayor Steven Huang. NOES: Council Member Shepherd Romey, Mayor Steve Talt. ABSENT: Council Member Ken Ude. The motion failed.

Council Member Shepherd Romey moved to refer the matter back to the commission; seconded by Mayor Talt. The 2-2-1 vote was as follows: AYES: Council Member Shepherd Romey, Mayor Steve Talt. NOES: Council Member Susan Jakubowski, Vice Mayor Steven Huang. ABSENT: Council Member Ken Ude. The motion failed.

Mayor Talt moved to continue this item until the July 27<sup>th</sup> meeting; seconded by Council Member Shepherd Romey. The motion carried 4-0-1 by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None. ABSENT: Council Member Ken Ude.

Mayor Talt called for a recess at 8:23 p.m.

Mayor Talt reconvened the meeting at 8:33 p.m.

**CONTINUED BUSINESS**

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

City Manager Marcella Marlowe presented the staff report.

The following person(s) spoke:

Steven Flower, City Attorney (Richards, Watson, Gershon)  
Liz Hollingsworth, Chair of the Library Board of Trustees  
Gene Ruckh, San Marino

The City Council provided direction on the outstanding items, and directed staff to return on July 27, 2018, with the proposed budget.

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

Parks and Public Works Director/City Engineer Michael Throne presented the draft Fiscal Year 18-19 Capital Budget and 5-Year Expenditure Plans.

The following person(s) spoke:

Gene Ruckh, San Marino

The City Council receive the presentation on the draft capital budget and 5-year expenditure plans and provided direction to the City Manager and the Parks and Public Works Director on which expenditures and/or improvements should be included for approval in the FY 2019 capital budget.

**WRITTEN COMMUNICATIONS OR PUBLIC WRITINGS DISTRIBUTED**

There were none at this time.

**COUNCIL REPORTS**

There were none at this time.

**PUBLIC COMMENTS**

The following person(s) spoke:

Gene Ruckh, San Marino (*submitted documents*)

**ADJOURNMENT**

The San Marino City Council adjourned at 12:29 a.m. 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.



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DANA HANG  
INTERIM CITY CLERK