

**CITY OF SAN MARINO**  
**SPECIAL MEETING AGENDA**

Gretchen Shepherd Romey, Mayor  
Ken Ude, Vice Mayor  
Steven W. Huang, DDS, Council Member  
Susan Jakubowski, Council Member  
Steve Talt, Council Member  
Marcella Marlowe, Ph.D., City Manager



[www.cityofsanmarino.org](http://www.cityofsanmarino.org)  
(626) 300-0700 Phone  
(626) 300-0709 Fax  
City Hall Council Chamber  
2200 Huntington Drive  
San Marino, CA 91108

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**SPECIAL MEETING  
OF THE SAN MARINO CITY COUNCIL  
WEDNESDAY, MARCH 17, 2020 AT 1:00 P.M.  
CROWELL PUBLIC LIBRARY – BARTH ROOM  
1890 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 2<sup>nd</sup> Wednesday of every month at 6:00 p.m. Typically, Adjourned Meetings are held on the last Friday of every month at 8:30 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 prior to the meeting.

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

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

**POSTING OF AGENDA**

The special meeting agenda is posted 24 hours prior to each special 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 special meeting agenda is also posted on the City's website: <http://www.cityofsanmarino.org>.

*Pursuant to Governor Newsom's Executive Order N-25-20, members of the City of San Marino City Council or staff may participate in this meeting via a teleconference. In the interest of maintaining appropriate social distancing, the City is working on making the meeting available*

via a web link. The City will post the link, if available, by start of the meeting. However, you may participate in this meeting in person at 1890 HUNTINGTON DRIVE, SAN MARINO, CA 91108

### **TELECONFERENCE/VIDEO STREAMING INSTRUCTIONS:**

Given the strict social distancing requirements, we encourage those members of the public who want to attend, or address the City Council to call, or video conference, in to the meeting. Please call in at least 10 minutes before the meeting start time.

#### **Via Computer for Video Streaming:**

Website: <https://zoom.us/j/881743604>

Meeting ID: 881 743 604

#### **Via Phone for Audio Only:**

(669) 900-9128

Meeting ID: 881 743 604

### **PUBLIC COMMENTS**

The City 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.

## **NEW BUSINESS**

### **I. CONSIDERATION OF RESOLUTION NO. R-20-09, PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY CONCERNING THE COVID-19 VIRUS**

Recommendation: Adopt Resolution No. R-20-09, a Resolution of the City Council of the City of San Marino, Proclaiming the Existence of a Local Emergency Concerning the COVID-19 Virus.

### **ADJOURNMENT**

Dated: March 16, 2020

Posted: March 16, 2020

EVA HETER  
CITY CLERK



# City of San Marino

## Staff Report

*Gretchen Shepherd Romey, Mayor*

*Ken Ude, Vice Mayor*

*Steven W. Huang, DDS, Council Member*

*Susan Jakubowski, Council Member*

*Steve Talt, Council Member*

TO: Mayor and City Council  
FROM: Marcella Marlowe, Ph.D., City Manager  
BY: Stephanie Cao, City Attorney  
DATE: March 17, 2020

**SUBJECT: CONSIDERATION OF RESOLUTION NO. R-20-09, PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY CONCERNING THE COVID-19 VIRUS**

### STRATEGIC PLAN CRITICAL SUCCESS FACTORS

- Engaged and Connected Residents
- Efficient, Responsive, and Effective City Services
- Safe Community
- Fiscally Responsible and Transparent City Government

### BACKGROUND

An outbreak of respiratory illness due to a novel coronavirus, now known as COVID-19, was identified in Wuhan City, China in December 2019. Symptoms of the virus include fever, cough, and shortness of breath, and infected individuals have experienced a range of outcomes, from mild sickness to severe illness and death. The Centers for Disease Control and Prevention (“CDC”) believes that symptoms appear within two to fourteen days after exposure. Currently, there is no vaccine to prevent COVID-19.

The CDC’s guidance to manage ongoing COVID-19 risk requires extraordinary efforts, including limiting public gatherings. As of March 12, 2020, there are over 1,200 cases in the United States, including over 170 cases in California. On March 4, 2020, Governor Gavin Newsom declared a state of emergency to address the COVID-19 outbreak. On March 11, 2020, the World Health Organization publicly characterized COVID-19 as a global pandemic with cases in at least 114 countries. On Friday, March 13, 2019, the President of the United States declared a state of national emergency.

## **DISCUSSION**

The proclamation of local emergency will allow the City Manager to take any actions necessary to address or mitigate impacts COVID-19 have on City operations and services. It also allows the City Council to ratify emergency regulations to prevent the spread of illness should that become necessary. Finally, it allows the City to take advantage of state and federal funding and other resources as necessary to address issues within San Marino.

## **FISCAL IMPACT & PROCUREMENT REVIEW**

The resolution has no immediate fiscal impact on the City but could allow the City to qualify for state and federal funding or other resources that are made available to local governments.

## **LEGAL REVIEW**

The City Attorney's office has reviewed and approved as to form.

## **RECOMMENDATION**

Staff recommends that the City Council adopt Resolution No. R-20-09. If the City Council concurs with staff's recommendation, an appropriate motion would be:

"I move to adopt Resolution No. R-20-09, a Resolution of the City Council of the City of San Marino, Proclaiming the Existence of a Local Emergency Concerning the COVID-19 Virus."

## **ATTACHMENTS**

I. Resolution No. R-20-09



**RESOLUTION NO. R-20-09**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARINO, CALIFORNIA, PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY CONCERNING THE COVID-19 VIRUS**

**WHEREAS**, Government Code § 8630 and Chapter 4 (Emergency Services) of the San Marino Municipal Code provide that the City Council of the City of San Marino may proclaim the existence of a local emergency as defined by Government Code § 8558, subdivision (c); and

**WHEREAS**, in December 2019, an outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19), was first identified in Wuhan City, Hubei Province, China, and has spread outside of China, impacting more than 75 countries, including the United States; and

**WHEREAS**, since the federal Centers for Disease Control and Prevention (“CDC”) confirmed the first possible case of community spread of COVID-19 in the United States on February 26, 2020, there has been a significant escalation of United States domestic cases and deaths from COVID-19; and

**WHEREAS**, on March 4, 2020, Gavin Newsom, Governor of the State of California, proclaimed a state of emergency to exist in California due to the spread of COVID-19; and

**WHEREAS**, as of March 12, 2020, there were over 1,600 COVID-19 cases identified in the United States, including over 200 cases in California, and officials expect the number of cases in California, the United States, and worldwide to increase; and

**WHEREAS**, as of March 14, 2020, across the globe, there were more than 140,000 confirmed cases of COVID-19, tragically resulting in more than 5,000 deaths worldwide.

**WHEREAS**, as of March 16, 2020, across the globe, there were more than 130,000 confirmed cases of COVID-19, tragically resulting in more than 4,000 deaths worldwide; and

**WHEREAS**, due to the expanding list of countries with widespread transmission of COVID-19, increasing CDC travel alerts and warnings for countries experiencing sustained or uncontrolled community transmission issued by the CDC, the escalation of United States domestic cases of and deaths from COVID-19, and the identification of COVID-19 cases in California, COVID-19 has created conditions that are or likely to be beyond the control of local resources and require the combined forces of other political subdivisions to combat; and

**WHEREAS**, the City’s ability to mobilize local resources, coordinate interagency response, accelerate procurement of vital supplies, use mutual aid, and allow for future reimbursement by the State and Federal governments will be critical to successfully responding to COVID-19; and

**WHEREAS**, the City Council finds that these conditions warrant and necessitate that the City of San Marino declare the existence of a local emergency.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MARINO HEREBY RESOLVES AS FOLLOWS:**

**IT IS HEREBY PROCLAIMED AND ORDERED** that a Local Emergency now exists throughout the City of San Marino; and

**IT IS FURTHER PROCLAIMED AND ORDERED** that the City Manager, acting as the City's Director of Emergency Services, and the emergency organization of the City are authorized and directed to take any necessary steps for the protection of life, health and safety in the City of San Marino; and

**IT IS FURTHER PROCLAIMED AND ORDERED** that the existence of this Local Emergency, the powers, functions, and duties of the City's Director of Emergency Services, the City Manager, the San Marino disaster council, and the emergency organization of this City shall be those prescribed by State law and the City's ordinances, resolutions of the City, approved emergency plans; and

**IT IS FURTHER ORDERED** that all City Departments shall track costs for staffing, supplies, and equipment related to COVID-19 preparation and prevention; and

**IT IS FURTHER ORDERED** that the Local Emergency proclaimed in this Resolution shall take effect immediately and that the City shall give widespread publicity and notice of the Local Emergency through the most feasible and adequate means of disseminating such notice throughout the City; and

**IT IS FURTHER ORDERED** that a copy of this Resolution shall be forwarded to the Director of California Governor's Office of Emergency Services requesting that the Director find it acceptable in accordance with State law; that the Governor waive regulations that may hinder response and recovery efforts; that recovery assistance be made available under the California Disaster Assistance Act; and that the State expedite access to State and Federal resources and any other appropriate federal disaster relief programs; and forwarded to officials as the City's Director of Emergency Services deems prudent or necessary; and

**IT IS FURTHER PROCLAIMED AND ORDERED** that the Local Emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of San Marino, State of California; and

**IT IS FURTHER ORDERED**, the City Clerk shall certify to the passage and adoption of this Resolution and shall enter it into the book of original resolutions.

**PASSED, APPROVED, AND ADOPTED**, at a Special Meeting of the City Council of the City of San Marino, California, on this 17th day of March, 2020.

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GRETCHEN SHEPHERD ROMEY, MAYOR  
CITY OF SAN MARINO

ATTEST:

\_\_\_\_\_  
EVA HETER, CITY CLERK  
CITY OF SAN MARINO

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES       ) ss.  
CITY OF SAN MARINO            )

I, Eva Heter, City Clerk of the City of San Marino, California, hereby certify that Resolution No R-20-09 was adopted by the City Council of the City of San Marino at a Special Meeting held on the 17th day of March, 2020, and that the same was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
EVA HETER, CITY CLERK  
CITY OF SAN MARINO

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