

# CITY OF SAN MARINO

## CITY COUNCIL 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 FRIDAY, AUGUST 21, 2020 AT 8:30 A.M.

**LOCATION CHANGED TO  
SAN MARINO CENTER  
1800 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 Americans with 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.

#### **PURSUANT TO EXECUTIVE ORDER N-29-20**

Members of the City Council may teleconference into the meeting without noticing each teleconference location from which a member will be participating in a public meeting.

#### **CORONAVIRUS DISEASE (COVID-19) ADVISORY**

As a precaution to protect both staff, our constituents, and elected officials, the City is asking members of the public to follow the State Health Department's guidance on large gatherings when deciding whether to attend this meeting. In that regard, all seating in the Council meeting will be spaced by at least six feet to minimize close contact. Close contact, such as shaking hands, is strongly discouraged. Although public access to the meeting in person will be allowed, if you are sick or identify yourself as being "higher risk" based on the CDC's guidelines, you are encouraged to watch or listen to the meeting from home, or provide input electronically.

Members of the public may observe and offer comment at this meeting telephonically or otherwise electronically:

- 1) Public comment will be accepted by email to [cityclerk@cityofsanmarino.org](mailto:cityclerk@cityofsanmarino.org) before or during the meeting, prior to the close of public comment on an item, to be read by the City Clerk during public comment. Lengthy public comment may be summarized in the interest of time.
- 2) Public comment will be accepted electronically via the zoom.us teleconference module.

If you are an individual with a disability and need a reasonable modification or accommodation pursuant to the Americans with Disabilities Act (“ADA”) please contact the City Clerk via email at [cityclerk@cityofsanmarino.org](mailto:cityclerk@cityofsanmarino.org) or by phone at (626) 300-0705 prior to the meeting for assistance.

### **How to participate in the meeting from home:**

- 1) Via Computer for Video Streaming:  
Website: <https://us02web.zoom.us/j/83725389165>  
Meeting Id: 837 2538 9165
- 2) Via Phone for Audio Only:  
Phone Number: (669) 900-9128  
Meeting Id: 837 2538 9165
- 3) Submit Public Comments via email:  
Email: [cityclerk@cityofsanmarino.org](mailto:cityclerk@cityofsanmarino.org)

### **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>.

### **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. APPROVAL OF APPOINTMENTS TO THE DESIGN REVIEW COMMITTEE, THE PLANNING COMISSION, THE LIBRARY BOARD OF TRUSTEES, AND THE PUBLIC SAFETY COMMISSION**

#### **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 91108, and will also be included in the public agenda packet that will available for review at the City Council meeting.

#### **PUBLIC COMMENTS**

## **CLOSED SESSION**

The City Council will recess to closed session to discuss:

- I. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION**  
The City Council is meeting with respect to one (1) matter of potential litigation against the City.
- 2. PUBLIC EMPLOYEE APPOINTMENT PURSUANT TO GOVERNMENT CODE SECTION 54957**

Title: Community Services Director

#### **RECONVENE TO OPEN SESSION**

#### **CLOSED SESSION REPORT**

#### **ADJOURNMENT**

Dated: August 14, 2020  
Posted: August 14, 2020

AMANDA MERLO  
ACTING 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: City Council Liaisons to the Planning Commission, Design Review Committee, Library Board of Trustees, and Public Safety Commission

BY: Amanda Merlo, Acting City Clerk

DATE: August 21, 2020

**SUBJECT: APPOINTMENT OF MEMBERS TO THE PLANNING COMMISSION, DESIGN REVIEW COMMITTEE, LIBRARY BOARD OF TRUSTEES, AND PUBLIC SAFETY COMMISSION**

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### STRATEGIC PLAN CRITICAL SUCCESS FACTORS

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

### BACKGROUND

The City Council has established a number of Commissions, Committees, and Boards which assist the City Council with a variety of issues, needs, and concerns. The Council Liaisons for each body conduct interviews and make recommendations for appointments to the Mayor and Council.

### DISCUSSION

Notice of the vacancies was placed in the Tribune, in the weekly City Manager's Briefing email, on the City's social media accounts, and on the City's website. The recruitment period was extended for one week to allow additional time to submit an application. Applicants consisted of both existing members reapplying for another term, if eligible, as well as new applicants. Applicants were interviewed by the Council and Staff Liaisons for each body. The table below identifies the vacancies on each body and the number of applications received. The Recreation Commission interviews were not conducted at this time as only two (2) applications were received for seven (7) positions.

<b>Commission/Committee/Board</b>	<b>Vacancies</b>	<b>Number of Applicants</b>
<b>Planning Commission</b> <i>Mayor Shepherd Romey – Delegate</i> <i>Council Member Huang – Alternate</i>	Three (3) regular members One (1) alternate	6
<b>Design Review Committee</b> <i>Council Member Talt – Delegate</i> <i>Mayor Shepherd Romey – Alternate</i>	Three (3) regular members One (1) alternate	7
<b>Library Board of Trustees</b> <i>Council Member Jakubowski – Delegate</i> <i>Mayor Shepherd Romey – Alternate</i>	One (1) regular member Two (2) alternates	4
<b>Public Safety Commission</b> <i>Council Member Talt – Delegate</i> <i>Mayor Shepherd Romey – Alternate</i>	Two (2) regular members One (1) alternate	6
<b>Recreation Commission</b> <i>Council Member Talt - Delegate</i> <i>Vice Mayor Ude - Alternate</i>	Seven (7) regular members	2

## **FISCAL IMPACT & PROCUREMENT REVIEW**

None.

## **LEGAL REVIEW**

The City Attorney has reviewed and approved the staff report as to legal form.

## **RECOMMENDATION**

The Council Liaisons for the Planning Commission recommend the Council appointment of three (3) regular members and one (1) alternate member to the Planning Commission to serve four-year terms, each commencing on August 21, 2020.

The Council Liaisons for the Design Review Committee recommend the Council appointment of three (3) regular members and one (1) alternate member to the Design Review Committee to serve two-year terms, each commencing on August 21, 2020.

The Council Liaisons for the Library Board of Trustees recommend the Council appointment of one (1) regular member and one (1) alternate member to serve three-year terms, each commencing on August 21, 2020.

The Council Liaisons for the Public Safety Commission recommend the Council appointment of two (2) regular members and one (1) alternate member to the Public Safety Commission to serve four-year terms, each commencing on August 21, 2020.



If Council concurs, the appropriate motions would be:

“I move to appoint Jeri Wright, Howard Brody, and Kevin Cheng as regular members, and James Okazaki as an alternate member to the Planning Commission to serve terms ending on May 31, 2024.”

“I move to appoint Joyce Gatsoulis Batnij, Raymond Cheng, and Sharon Mequet as regular members, and Tony Chou as an alternate member to the Design Review Committee to serve terms ending on June 30, 2022.”

“I move to appoint Stephen Domier as a regular member and Genevieve Chien as an alternate member to the Library Board of Trustees to serve terms ending May 31, 2023.”

“I move to appoint Al Boegh and Victoria Firestone as regular members and Zillah Tobiano as an alternate member to the Public Safety Commission to serve terms ending June 30, 2024.”

## **ATTACHMENTS**

None

