

**MINUTES  
SPECIAL MEETING  
OF THE SAN MARINO CITY COUNCIL  
WEDNESDAY, JUNE 10, 2020 AT 6:00 P.M.  
SAN MARINO CENTER**

**CALL TO ORDER:** Mayor Shepherd Romey called the regular meeting to order at 6:00 p.m. in the City Hall Council Chambers, located at 2200 Huntington Drive, San Marino, California 91108.

**PLEDGE OF ALLEGIANCE:** Mayor Shepherd Romey led the Pledge of Allegiance.

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

**ABSENT:** None

**PUBLIC COMMENTS**

The following person(s) spoke:  
None

**ADMINISTRATIVE BUSINESS**

**CITY MANAGER'S REPORT**

City Manager Marcella Marlowe shared items of interest with the City Council and community.

**MOTION TO WAIVE FURTHER READINGS**

Council Member Talt moved, seconded by Council Member Huang, to waive the reading of the entire text of the ordinances or resolutions.

Motion passed by the following vote:

**AYES:**           Council Member Huang, Council Member Jakubowski, Council Member Talt, Vice Mayor Ude, and Mayor Shepherd Romey  
**NOES:**           None  
**ABSTAIN:**       None  
**ABSENT:**       None

**CONSENT**

Mayor Shepherd Romey pulled Agenda Item No. 8 for discussion.

Council Member Jakubowski moved, seconded by Council Member Talt, to approve Items 1, 2, 3, 4, 5, 6, 7, 9, 10, and 11.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Jakubowski, Council Member Talt, Vice Mayor Ude, and Mayor Shepherd Romey  
NOES: None  
ABSTAIN: None  
ABSENT: None

**1. RECEIVE AND FILE THE DISBURSEMENTS REPORT FOR MAY 2020 (FINANCE DEPARTMENT)**

The City Council received and filed the monthly Disbursements Report for the month of May 2020.

**2. RECEIVE AND FILE THE CASH AND INVESTMENT REPORT FOR THE MONTH OF APRIL 2020 (CITY TREASURER)**

The City Council received and filed the monthly Disbursement Report for the month of April 2020

**3. APPROVAL OF MINUTES (CITY CLERK)**

The City Council approved the minutes.

**4. UPDATE ON CITY RESPONSE TO THE COVID-19 PANDEMIC (CITY MANAGER'S OFFICE)**

The City Council received and filed the June 10, 2020 report on the City's response to the COVID-19 pandemic.

**5. ACCEPTANCE OF DONATIONS FROM THE SAN MARINO PUBLIC LIBRARY FOUNDATION AND THE ROTARY CLUB OF SAN MARINO (COMMUNITY SERVICES DEPARTMENT)**

The City Council accepted the donation of \$2,000 from the Foundation and \$800 from the Rotary Club; amended the FY 2019-20 revenue budget to recognize revenue of \$2,000 in the Donations Fund at Account 281-90-3601-0000 (Library Donations Received); amended the FY 2019-20 revenue budget to recognize revenue of \$800 in the Donations Fund at Account 281-91-3601-0000 (Adult Materials Donations – Other); approved a FY 2019-20 expenditure budget amendment by an appropriation of \$2,000 to the Donations Fund Account 281-90-4370-0000 (Library Materials – Electronic Resources); and approved a FY 2019-20 expenditure budget amendment by an appropriation of \$800 to the Donations Fund Account 281-91-4370-0000 (Adult Materials – Other).

**6. APPROVAL OF ARCADIA RANGE MEMORANDUM OF UNDERSTANDING AND HOLD HARMLESS AGREEMENT (POLICE DEPARTMENT)**

The City Council approved the FY 2020-21 Arcadia Range Memorandum of Understanding and Hold Harmless Agreement between the City of Arcadia and the City of San Marino, for the total amount of \$5,000.

**7. CONSIDERATION OF AWARD OF CONTRACT EXTENSION TO ALL CITY MANAGEMENT SERVICES (POLICE DEPARTMENT)**

The City Council authorized the City Manager to execute an extension to the agreement approved by the City Attorney with All City Management Services for crossing guard services.

**8. ADOPTION OF ORDINANCE NO. O-20-1366 AMENDING SECTION 02.06.05 OF THE SAN MARINO MUNICIPAL CODE TO CLARIFY THE CITY MANAGER'S PURCHASING AUTHORITY, UPDATE BIDDING LIMITS FOR PUBLIC PROJECTS, AND INCLUDE THE DESIGN-BUILD METHOD OF PROJECT DELIVERY (SECOND READING)  
(CITY ATTORNEY)**

Senior Counsel Carol Lynch presented the staff report for this item.

The following person(s) spoke:  
LB, San Marino

Council Member Talt moved, seconded by Vice-Mayor Ude to waive full reading, read by title only, and adopt Ordinance No. O-20-1366, an ordinance of the City of San Marino amending Section 02.06.05 of the San Marino Municipal Code to clarify the City Manager's purchasing authority, update bidding limits for public projects, and include the design-build method of project delivery.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Jakubowski, Council Member Talt, and Vice Mayor Ude  
NOES: Mayor Shepherd Romey  
ABSTAIN: None  
ABSENT: None

**9. ADOPTION OF ORDINANCE NO. O-20-1365 RELATING TO SAFE STORAGE OF FIREARMS (SECOND READING)  
(POLICE DEPARTMENT)**

The City Council read by title only, waived further reading and adopted Ordinance O-20-1365, an ordinance of the City of San Marino amending the San Marino Municipal Code to add section 14.09.04 (Safe Firearms Storage) to Article 9 (Weapons) of Chapter 14 (Miscellaneous) to regulate the safe storage of firearms within a residence.

**10. AWARD OF A CONSTRUCTION AGREEMENT FOR THE FIRE STATION APPARATUS BAY DOOR REPLACEMENT PROJECT NO. 19-0887 IN THE AMOUNT OF \$59,000 TO GMAT INC. OF COLTON (PARKS AND PUBLIC WORKS DEPARTMENT)**

The City Council approved the plans and specifications for the Fire Station Apparatus Bay Door Replacement Project No. 19-0887; awarded a construction agreement to GMAT Inc. DBA Inland Overhead Door, of Colton in an amount not-to-exceed \$59,000 for the Fire Station Apparatus Bay Door Replacement Project No. 19-0887; authorized the Parks and Public Works Director to approve contract change orders and other contingencies in a cumulative amount not-to-exceed \$5,900.

**11. AWARD OF A CONSTRUCTION AGREEMENT FOR THE STREETLIGHT REPLACEMENT PROGRAM PROJECT NO. 19-9273 IN THE AMOUNT OF \$36,425 TO CALIFORNIA PROFESSIONAL ENGINEERING, INC. OF LA PUENTE (PARKS AND PUBLIC WORKS DEPARTMENT)**

The City Council approved the plans and specifications for the Streetlight Replacement Program Project No. 19-9273; awarded a construction agreement to California Professional Engineering, Inc. of La Puente in an amount not-to-exceed \$36,425 for the Streetlight Replacement Program Project No. 19-9273; directed the Director of Parks and Public Works to replace the streetlight poles on Belhaven Road with the concrete acorn-style pole and authorized the Director to approve contract change orders in a cumulative amount not-to-exceed \$8,575.

**PUBLIC HEARING**

**12. CONTINUED PUBLIC HEARING ON APPEAL OF DESIGN REVIEW NO. DRC17-08 - 1400 CIRCLE DR., (MI/JAMES V. COANE & ASSOCIATES) (PLANNING & BUILDING DEPARTMENT)**

Mayor Shepherd Romey stated that she spoke against the project when it came before the Planning Commission and recused herself pursuant to Government Code §18700.

Council Member Jakubowski stated that she was a Planning Commissioner at the time this project originally came before the Planning Commission and recused herself pursuant to Government Code §18700.

Vice Mayor Ude opened the public hearing.

Planning and Building Director Cervantes presented the staff report.

The following person(s) spoke:  
Elizabeth Gleason, Appellant

Acting City Clerk Merlo read written comments into the record from the following person(s)  
Jim and Gail Ellis, San Marino  
Shirley Jagels, San Marino

Council Member Huang moved, seconded by Council Member Talt, to continue the matter to the meeting of July 8, 2020.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Talt, and Vice Mayor Ude  
NOES: None  
ABSTAIN: Council Member Jakubowski (recused), Mayor Shepherd Romey (recused)  
ABSENT: None

### **CONTINUED BUSINESS**

#### **13. RECEIVE AND FILE THE REVISED 2020 INDEPENDENCE DAY CELEBRATION IN LIGHT OF COVID-19 (COMMUNITY SERVICES DEPARTMENT)**

The City Council received and filed the report on the revised 2020 Independence Day Celebration.

### **NEW BUSINESS**

#### **14. APPROVAL TO PROCURE MOBILE DATA CENTERS FOR POLICE DEPARTMENT PATROL VEHICLES IN AN AMOUNT NOT TO EXCEED \$51,883 FROM DELL EMC COMPUTERS (POLICE)**

Police Chief Incontro presented the staff report for this item.

The following person(s) spoke:  
None

Council Member Jakubowski moved, seconded by Council Member Talt to purchase nine (9) Dell MDC units in an amount not to exceed \$51,883 in FY2019-20 from account 591-30-4613-0580 - Capital Equipment Fund.

Motion passed by the following vote:

AYES: Council Member Huang, Council Member Jakubowski, Council  
Member Talt, Vice Mayor Ude, and Mayor Shepherd Romey  
NOES: None  
ABSTAIN: None  
ABSENT: None

**WRITTEN COMMUNICATIONS OR PUBLIC WRITINGS DISTRIBUTED**

None

**COUNCIL REPORTS**

Council Members offered various comments on matters impacting the community.

**CITY COUNCIL CALENDAR**

None

**PUBLIC COMMENTS**


The following person(s) spoke:  
None

**CLOSED SESSION REPORT**

Case name: In re: Application of California-American Water Company (U210W) for Authorization to Increase its Revenues for Water Services by \$25,999,990 or 10.60% in the year 2021, by \$9,752,550 or 3.59% in the year 2022, and by \$10,754,500 or 3.82% in the year 2023 Case Number: Application 19-07-004 2. Senior Counsel Lynch reported that discussion occurred and that there was no reportable City Council action.

**ADJOURNMENT**

Mayor Shepherd Romey adjourned the meeting at 6:38 PM to **FRIDAY, JUNE 26, 2020, AT 8:30 A.M.** in the San Marino Center, 1800 Huntington Drive, San Marino, California 91108.

  
AMANDA MERLO  
ACTING CITY CLERK