

**MINUTES  
SPECIAL MEETING  
OF THE SAN MARINO CITY COUNCIL  
WEDNESDAY, MAY 13, 2020 AT 6:00 P.M.  
SAN MARINO CENTER**

**CALL TO ORDER:** Mayor Shepherd Romey called the regular meeting to order at 6:01 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:  
Michelle Gastelum, Pasadena

**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 Jakubowski 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**

City Manager Marlowe announced that Items 3, 10, and 11 were being pulled from tonight's agenda.

Senior Counsel Carol Lynch announced the results of the closed session as follows:

With respect to item 1, which was existing litigation in the case of Zhenya He vs. City of

San Marino, City Council of the City of San Marino, Mayor Shepherd Romey and Council Member Jakubowski recused themselves from the discussion. Discussion occurred among Vice Mayor Ude and Councilmembers Huang and Talt, and no reportable action was taken.

With respect to item 2, which was discussion of anticipated litigation, discussion occurred and no reportable action was taken.

Senior Counsel Lynch also read the title of Item 12, An Amendment To Urgency Ordinance No. O-20-1363-U, Extending Certain Planning And Building Entitlements And Relaxing Certain Zoning Standards Related To Commercial Signs And Uses And Declaring The Urgency Thereof In Response To COVID-19.

Council Member Talt moved, seconded by Council Member Huang, to approve the remaining consent calendar items.

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 APRIL 2020 (FINANCE DEPARTMENT)**

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

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

The City Council received and filed the investment report for the month of March 2020.

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

*This item was pulled from the agenda.*

**4. CONSIDERATION OF AWARD FOR A JAIL SERVICES AGREEMENT WITH THE PASADENA POLICE DEPARTMENT (POLICE DEPARTMENT)**

The City Council approved the Pasadena Police Department Jail Section Agreement for Inmate Booking and Housing in the Pasadena City Jail Facility between the City of Pasadena and City of San Marino.

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

The City Council received and filed the May 13, 2020 report on the City's response to the COVID-19 Pandemic.

**6. ACCEPTANCE OF DONATION FROM A RESIDENT FOR THE SAN  
MARINO POLICE DEPARTMENT AND THE SAN MARINO FIRE  
DEPARTMENT (FINANCE DEPARTMENT)**

The City Council accepted and appropriated \$10,000 of the donated funds to the San Marino Police Department to Account 281-30-3601-0000 (Police Donations Received) and \$10,000 of the donated funds to the San Marino Fire Department to Account 281-34-3601-0000 (Fire Donation Received).

**7. APPROVAL FOR THE APPROPRIATION FROM THE COPS FUND  
RESERVE OF \$12,737.48 TO PURCHASE SIX TABLETS FOR THE  
POLICE DEPARTMENT (POLICE DEPARTMENT)**

The City Council approved the appropriation of \$12,800 in FY 2019-20 from COPS Grant Fund reserves to account 233-00-2550-0000 (Unreserved Fund Balance).

**8. APPROVAL OF COOPERATION AGREEMENT FOR COMMUNITY  
DEVELOPMENT BLOCK GRANT PROGRAM FOR JULY 1, 2021  
THROUGH JUNE 30, 2024 (PARKS AND PUBLIC WORKS  
DEPARTMENT)**

The City Council adopted Resolution No. R-20-14 authorizing the City Manager to execute and enter into a Cooperation Agreement between the Los Angeles County Development Authority and the City of San Marino for participation in the Community Development Block Grant Program from July 1, 2021 through June 30, 2024.

**9. APPROVAL OF RESOLUTION ADOPTING THE CITY OF SAN  
MARINO 2020 INVESTMENT POLICY (FINANCE DEPARTMENT)**

The City Council adopted Resolution No. R-20-15, a Resolution of the City Council of the City of San Marino, California adopting the 2020 Investment Policy.

**10. SUPPORT OF METRO NEXTGEN TRANSIT PLAN ELIMINATION  
OF TWO BUS ROUTES THROUGH SAN MARINO (PARKS AND  
PUBLIC WORKS DEPARTMENT)**

*This item was pulled from the agenda.*

**11. APPROVAL OF THREE-PARTY TENDER AGREEMENT AND MUTUAL FINAL RELEASE AS TO THE SURETY AND OBLIGEE FOR THE LACY PARK RESTROOM REPLACEMENT PROJECT (PARKS AND PUBLIC WORKS DEPARTMENT / CITY ATTORNEY)**

*This item was pulled from the agenda.*

**12. ADOPTION OF AN AMENDMENT TO URGENCY ORDINANCE NO O-20-1363-U EXTENDING CERTAIN PLANNING & BUILDING ENTITLEMENTS AND RELAXING CERTAIN ZONING STANDARDS RELATED TO COMMERCIAL SIGNS AND USES AND DECLARING THE URGENCY THEREOF IN RESPONSE TO COVID-19 (CITY ATTORNEY)**

The City Council read by title only, waived further reading, and adopted Urgency Ordinance No. O-20-1364-U, an amendment to Urgency Ordinance No. O-20-1363-U of the City of San Marino extending certain Planning and Building entitlements for 90 days and the relaxing of certain zoning standards related to the commercial signs and uses and declaring the urgency thereof.

**13. CONSIDERATION OF AWARD OF CONTRACT EXTENSION FOR ANIMAL CARE/CONTROL SERVICES (POLICE DEPARTMENT)**

The City Council authorized the City Manager to execute Amendment No. 1 to the agreement approved by the City Attorney with Pasadena Humane Society for animal care/control services.

**14. APPROVAL OF AGREEMENT WITH ATKINSON, ANDELSON, LOYA, RUUD & ROMO FOR LABOR RELATIONS LEGAL SERVICES (HUMAN RESOURCES)**

The City Council approved the agreement for Special Legal Services for Atkinson, Andelson, Loya, Ruud & Romo to provide labor relations legal support services for the City of San Marino, authorized the City Manager to execute the agreement, and appropriated \$45,000 from account number 101-10-4106-3415 Contract Legal Services - Labor from the General Fund Reserves.

**15. CONSIDERATION OF AWARD OF CONTRACT FOR POLICE TOW SERVICES WITH NAVARRO'S TOWING (POLICE DEPARTMENT)**

The City Council authorized the City Manager to enter into a two-year exclusive police tow service agreement with Navarro's Towing with an option to extend one (1) additional year.

**PUBLIC HEARING**

**16. 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.

Planning and Building Director Cervantes and Senior Counsel Lynch presented the staff report.

Vice Mayor Ude acknowledged that the public hearing had been opened prior to the staff report being presented.

The following person(s) spoke:

Richard McDonald, James Coane, and Kasey Conley – Applicant

Liz and Steve Gleason - Appellant

Saul Roe, San Marino

Shirley Jagels, San Marino

Vice Mayor Ude closed the public hearing.

Council Member Talt moved, seconded by Council Member Huang, to reopen the public hearing and continue the matter to June 10.

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

The Vice Mayor called for a recess at 7:23pm and the Mayor reconvened at 7:31pm.

**NEW BUSINESS**

**17. RECEIVE AND FILE THE FINANCIAL REPORT FOR 3RD QUARTER  
(JANUARY 2020 THROUGH MARCH 2020)**

Finance Director Chung and City Treasurer Han presented the financial report.

The following person(s) spoke:  
None

Vice Mayor Ude moved, seconded by Council Member Talt, for the City Council to receive and file the financial report reflecting the City's revenues and expenditures as of March 31, 2020.

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

**18. APPROVAL OF RESOLUTION TO ESTABLISH FISCAL YEAR 2020-21 PUBLIC SAFETY SPECIAL TAX LEVY (FINANCE DEPARTMENT)**

Finance Director Chung presented the staff report.

The following person(s) spoke:  
None

Council Member Talt moved, seconded by Council Member Jakubowski, to approve Resolution No. R-20-08, establishing the Public Safety Special Tax Levy for Fiscal Year 2020-21, amended to reflect a 0% increase.

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

**19. DETERMINATION REGARDING THE 2020 INDEPENDENCE DAY CELEBRATION IN LIGHT OF COVID-19 CONSIDERATIONS (COMMUNITY SERVICES DEPARTMENT)**

Interim Community Services Director Espinosa presented the staff report.

The following person(s) spoke:  
Saul Roe, San Marino

The City Council directed the City Manager to utilize the existing FY 2019-20

budget for the Fourth of July and present options for a celebration that does not include fireworks or drones.

**20. APPROVAL TO PROCURE AUTOMATED LICENSE PLATE READER CAMERAS FROM FLOCK SAFETY IN AN AMOUNT NOT TO EXCEED \$88,000 AND WAIVE BIDDER REQUIREMENTS PER SMMC 02.06.05.B.2B (POLICE DEPARTMENT)**

Police Chief Incontro presented the staff report.

The following person(s) spoke:  
Saul Roe, San Marino

Council Member Huang moved, seconded by Council Member Talt, for the City Council to waive the bidding requirement of Municipal Code 02.06.05.B.2.b, approve the procurement and installation of 22 Automated License Plate Reader cameras by Flock Group Inc., in an amount not to exceed \$88,000, and authorize the City Manager to enter into the agreement.

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

**21. INTRODUCTION AND FIRST READING OF ORDINANCE NO. O-20-1365 RELATING TO SAFE STORAGE OF FIREARMS (POLICE DEPARTMENT)**

Police Chief Incontro presented the staff report.

The following person(s) spoke:  
Saul Roe, San Marino

Council Member Jakubowski moved, seconded by Vice Mayor Ude, for the City Council to waive full reading and introduce for first reading by title only, Ordinance No. 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 storage of firearms within a residence.

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

**22. APPROVAL OF SPRING 2020 PUBLIC TREE REMOVAL LIST  
(PARKS AND PUBLIC WORKS DEPARTMENT)**

Parks and Public Works Director Throne and Urban Forester Estrada presented the staff report.

The following person(s) spoke:  
None

Council Member Talt moved, seconded by Council Member Huang, for the City Council to approve the Spring 2020 recommended tree removal list and authorize the Director of Parks and Public Works to move forward to properly remove the trees on this list, with the exception of the two trees located at 2200 El Molino and the one tree at 2580 Lorain Road.

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

**23. INTRODUCTION AND FIRST READING 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 (CITY ATTORNEY)**

City Attorney Cao presented the staff report.

The following person(s) spoke:  
None

Council Member Talt moved, seconded by Vice Mayor Ude, for the City Council to waive full reading and introduce for first reading by title only, 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, 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

**ADJOURNMENT**

Mayor Shepherd Romey adjourned the meeting at 9:53 PM to **FRIDAY, May 29, 2020, AT 8:30 A.M.** in the San Marino Center, 1800 Huntington Drive, San Marino, California 91108.

  
AMANDA MERLO  
ACTING CITY CLERK