

CITY OF SAN MARINO
CITY COUNCIL AGENDA

Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

Steven W. Huang, DDS, Council Member

Steve Talt, Council Member

Richard Ward, Council Member

John T. Schaefer, City Manager



www.cityofsanmarino.org

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City Hall Council Chamber

2200 Huntington Drive

San Marino, CA 91108

WEDNESDAY, JANUARY 13, 2016
6:00 P.M.
CITY HALL
COUNCIL CHAMBER
2200 HUNTINGTON DRIVE, SAN MARINO, CA

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 2nd Wednesday of every month at 6:00 p.m. Adjourned Regular Meetings are held on the last Friday of every month at 8:00 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 at least 48 hours prior to the meeting.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Councilman Huang, Councilman Talt, Councilman Ward, Vice Mayor Sun, and Mayor Yung

POSTING OF AGENDA

The agenda is posted 72 hours prior to each 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 agenda is also posted on the City's Website: <http://www.cityofsanmarino.org>

PUBLIC COMMENTS

Section 54954.3 of the Brown Act provides an opportunity for members of the public to address the City Council on any item of interest to the public, before or during the Council's consideration of the item, that is within the subject matter jurisdiction of the City Council.

MOTION TO WAIVE FURTHER READINGS

This action permits the City Council to act on ordinances and resolutions without having to read the entire text of the ordinance or resolution. The title of an ordinance on First Reading must be read in its entirety. An ordinance on Second Reading does not require having the title read. However, the City Council may request that an ordinance or resolution be read in its entirety before taking any action.

PRESENTATIONS

1. **PRESENTATION REGARDING THE LACY PARK PLAYGROUND IMPROVEMENT PROJECT (AKA "PATRICK'S TREE")**
2. **RECOGNITION OF COMMITTEE OF SAN MARINO RESIDENTS FOR MEASURES U AND SA**
3. **PRESENTATION ON 710 BY LEE DOLLEY - SPECIAL COUNSEL OF ALHAMBRA**

OATH OF OFFICE

4. **INTRODUCTION AND OATH OF OFFICE OF MARIO RUEDA, FIRE CHIEF**

CONSENT CALENDAR

Members of the public may at this time speak on any items on the Consent Calendar. After which, the Mayor will request members of the City Council to indicate if there are any items on the Consent Calendar that should be discussed individually. These items will be pulled from the Consent Calendar and acted on separately.

5. DECEMBER 2015 DISBURSEMENT REPORTS

Recommendation: “A motion to ratify and file the Disbursement Reports for the period ending December 31, 2015.”

6. NOVEMBER 2015 TREASURER’S REPORT

Recommendation: “A motion to accept and file the Treasurer’s Report for the period ending November 30, 2015.”

7. APPROVAL OF MINUTES

Recommendation: “A motion to approve the Minutes of the Regular Meetings of November 12, 2015 and December 9, 2015.”

8. AN ORDINANCE OF THE CITY OF SAN MARINO REVISING ZONING STANDARDS FOR MASSAGE THERAPY ESTABLISHMENTS (SECOND READING), AND AMENDING THE SAN MARINO MUNICIPAL CODE, AND AN ORDINANCE OF THE CITY OF SAN MARINO REVISING REGULATIONS APPLICABLE TO MASSAGE SERVICES AND BUSINESSES, AND AMENDING THE SAN MARINO CITY CODE (SECOND READING)

Recommendation: “A motion to adopt Ordinance No. O-15-1303 and Ordinance No. O-15-1304 on second reading.”

9. CHINESE CLUB DONATION

Recommendation: “A motion to authorize the City Manager to transfer the San Marino Chinese Club’s \$2,500.00 donation from the city’s revenue account to the fire department’s #281-34-4376-0000 account for the purchase of additional CERT equipment.”

10. REJECTION OF ALL BIDS FOR THE LACY PARK RESTROOM PROJECT (N-15-27)

Recommendation: “A motion to reject all bids received for the Lacy Park Restroom Project (N-15-27).”

11. RESOLUTION R-16-01 - DESIGN REVIEW NO. DRC15-09, (2793 GAINSBOROUGH DRIVE)

Recommendation: “A motion to approve Resolution R-16-01.”

12. REPORT ON CHARTER CITIES

Recommendation: “A motion to receive and file.”

13. ORDINANCE O-15-1301 ADDING THE 4TH LEVEL SURVIVOR BENEFIT TO THE MISCELLANEOUS EMPLOYEES CONTRACT (SECOND READING)

Recommendation: “A motion to adopt Ordinance No. O-15-1301.”

14. AWARD OF CONTRACT RELATED TO THE OLD MILL RESTORATION GRANT

Recommendation: “A motion to 1) reject the original bid submittal of \$209,800 from Eagle Restoration of Arcadia, CA for the Old Mill Restoration Project; and 2) award contract services to Eagle Restoration of Arcadia, CA in the amount of \$110,000 with an additional \$2,964 for contingencies for the Old Mill Restoration Project.”

15. ACCEPTANCE AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION FOR THE HUNTINGTON DRIVE TREE IRRIGATION RETROFIT PROJECT

Recommendation: “A motion to accept the Huntington Drive Tree Irrigation Retrofit Project as complete and authorize the City Clerk to file the Notice of Completion.”

16. ACCEPTANCE AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION FOR THE LACY PARK LOOP ROAD REHABILITATION PROJECT (PROJECT NO. 3350)

Recommendation: “A motion to accept the Lacy Park Loop Road Rehabilitation Project as complete and authorize the City Clerk to file the Notice of Completion.”

NEW BUSINESS

17. REVIEW COUNCIL DELEGATE AND ALTERNATE LIST AND APPOINT COUNCIL LIAISONS TO THE VARIOUS LOCAL AND REGIONAL COMMISSIONS AND COMMITTEES

Recommendation: “A motion to approve the Council List of Delegates and Alternates to agency boards, commissions, and City activities for 2016.”

18. AWARD OF CONTRACT – CITYWIDE RECORDS MANAGEMENT PLAN AND RETENTION SCHEDULE

Recommendation: “A motion to award the contract for the Citywide Records Management Plan and Retention Schedule to Kaizen InfoSource and appropriate an additional \$24,000 to Account #101-07-4150-0000 to complete the project.”

PUBLIC HEARINGS**19. ADOPTION OF ORDINANCE NO. O-16-1305-U EXTENDING O-15-1302-U PROHIBITING ALL COMMERCIAL MEDICAL MARIJUANA USES IN THE CITY, INCLUDING DELIVERIES AND CULTIVATION FOR MEDICAL USE BY A QUALIFIED PATIENT OR PRIMARY CAREGIVER, APPROVAL OF A CATEGORICAL EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL ACT AND ADOPTION OF A GOVERNMENT CODE SECTION 65858(d) REPORT**

Recommendation: Staff recommends that the City Council conduct a public hearing, approve the findings contained in the staff report and Ordinance No. O-16-1305-U, approve the Government Code Section 85858(d) report, find that Ordinance No. O-16-1305-U is categorically exempt from the California Environmental Quality Act as stated in the Ordinance and adopt Ordinance No. O-16-1305-U extending ordinance No. O-15-1302-U for 22 months and 15 days.

WRITTEN COMMUNICATIONS This is an opportunity to announce any written communications pertaining to the City received by members of the City Council.

COUNCIL REPORTS This is an opportunity for members of the City Council to inform the public of any meetings or conferences they may have attended.

CITY MANAGER’S REPORT This is an opportunity for the City Manager to inform the City Council and the public of any upcoming events or matters of interest to the Community.

CITY COUNCIL CALENDAR

Scheduling Dates for Future Council Meetings.

PUBLIC WRITINGS DISTRIBUTED

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.

PUBLIC COMMENTS

The public may at this time speak regarding any city-related issue, provided that no action shall be taken on any item not appearing on the agenda. Any person desiring to speak should complete a Speaker's Form located at the entrance and hand it to the City Clerk. The Mayor reserves the right to place limits on duration of comments.

CLOSED SESSION**20. CONFERENCE WITH LABOR NEGOTIATOR—PURSUANT TO GOVERNMENT CODE SECTION 54957.6:**

Agency Negotiator: City Manager, John Schaefer
Employee Organization: San Marino Fire Fighters' Association

RECONVENE TO OPEN SESSION**CLOSED SESSION REPORT****ADJOURNMENT**

The San Marino City Council will adjourn to the next adjourned regular meeting to be held on **FRIDAY, JANUARY 29, 2016, at 8:00 A.M.** in the City Hall Council Chamber, 2200 Huntington Drive, San Marino, California.

VERONICA RUIZ, CMC
CITY CLERK

**PRESENTATION REGARDING THE LACY PARK
PLAYGROUND IMPROVEMENT PROJECT (AKA
“PATRICK’S TREE”)**

AGENDA ITEM NO. 1

**RECOGNITION OF COMMITTEE OF SAN
MARINO RESIDENTS FOR MEASURES U AND SA**

AGENDA ITEM NO. 2

**PRESENTATION ON 710 BY LEE DOLLEY -
SPECIAL COUNSEL OF ALHAMBRA**

AGENDA ITEM NO. 3

**INTRODUCTION AND OATH OF OFFICE OF
MARIO RUEDA, FIRE CHIEF**

AGENDA ITEM NO. 4

City of San Marino AGENDA REPORT



Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

Steven W. Huang, DDS, Council Member

Steve Talt, Council Member

Richard Ward, Council Member

TO: MAYOR AND CITY COUNCIL
FROM: JOHN T. SCHAEFER, CITY MANAGER
BY: [LISA BAILEY, FINANCE DIRECTOR]
DATE: JANUARY 13, 2016
SUBJECT: **DISBURSEMENTS REPORTS FOR THE MONTH OF
DECEMBER, 2015**

BACKGROUND

Attached are the general account check register and wire transfer reports for the month of December, 2015. This report was prepared by the Account Clerk and has been reviewed and approved by the Finance Director. All disbursements for the month are summarized and totaled below.

FISCAL IMPACT

Schedule of Disbursements

<u>Date</u>	<u>Description</u>	<u>Amount In (Out)</u>
	General Account Checks 85497-85649 & EFTs	1,287,697.71
	Payroll Checks 52694-52720	22,921.11
	Workers' Compensation Checks 10762-10792	18,415.07
12/04/15	Direct Deposit	270,584.45
12/18/15	Direct Deposit	268,852.54
12/30/15	Direct Deposit	274,010.53
12/11/15	PD Retro ACH	26,540.06
12/04/15	Fed Tax	61,602.23
12/18/15	Fed Tax	62,558.38
12/30/15	Fed Tax	60,173.95
12/04/15	State Tax	17,681.04
12/18/15	State Tax	17,121.19
12/30/15	State Tax	17,196.49
		<u>2,405,354.75</u>

**Schedule of Wire Transfers
Between LAIF and City Checking Accounts**

Date	Description	Amount In (Out)
12/10/15	From LAIF to Main	(700,000.00)
12/17/15	From LAIF to Payroll	(360,000.00)
12/18/15	From Main to LAIF	6,100,000.00
12/22/15	From LAIF to Main	(320,000.00)
12/24/15	From LAIF to Payroll	(365,000.00)
		4,355,000.00

**Schedule of Wire Transfers
Between US Bank Safekeeping and City Checking Accounts**

Date	Description	Amount In (Out)
	None	-

RECOMMENDATION

Staff recommends that the Council ratify and file the Disbursements Report for the period ending December 31, 2015. If Council concurs, the appropriate action would be:

“A motion to ratify and file the Disbursements Report for the period ending December 31, 2015.”

Attachments: Disbursements Report

City of San Marino
December, 2015 Disbursements Report

Account	Vendor	Description	Date	Check	Amount	Prior
Balance Sheet Accounts:						
Water Payable	Metro Water	Domestic Water Oct 2015	12/18/2015	0	147,431.42	
PR Withholdings Pbl.	PERS	PR Batch 00701.12.2015 PERS Employer Share	12/11/2015	0	49,351.88	
PR Withholdings Pbl.	PERS (Medical)	PR Batch 00702.12.2015 Ins Prem Bene/125 Plan	12/25/2015	0	45,728.71	
PR Withholdings Pbl.	PERS	PR Batch 00702.12.2015 PERS Employer Share	12/25/2015	0	45,336.30	
PR Withholdings Pbl.	PERS	PR Batch 00701.12.2015 PERS Employee Paid (Full Time)	12/11/2015	0	26,564.20	
PR Withholdings Pbl.	PERS	PR Batch 00702.12.2015 PERS Employee Paid (Full Time)	12/25/2015	0	24,611.82	
PR Withholdings Pbl.	TIAA-Cref Financial Services	PR Batch 00702.12.2015 Deferred Comp	12/25/2015	0	8,741.14	
PR Withholdings Pbl.	TIAA-Cref Financial Services	PR Batch 00701.12.2015 Deferred Comp	12/11/2015	0	8,641.14	
PR Withholdings Pbl.	PERS (Medical)	PR Batch 00702.12.2015 Ins Prem Ded/125 Plan	12/25/2015	0	5,993.54	
PR Withholdings Pbl.	PERS (Medical)	PR Batch 00701.12.2015 Ins Prem Ded/125 Plan	12/11/2015	0	5,475.67	
PR Withholdings Pbl.	PERS (Medical)	Premiums Jan 2016	12/18/2015	0	4,982.52	
PR Withholdings Pbl.	TIAA-Cref Financial Services	PR Batch 00701.12.2015 Deferred Comp Benefit	12/11/2015	0	4,063.56	
PR Withholdings Pbl.	TIAA-Cref Financial Services	PR Batch 00702.12.2015 Deferred Comp Benefit	12/25/2015	0	4,063.56	
Recreation Cash	Petty Cash	Snow Days Petty Cash	12/18/2015	85605	2,000.00	
PR Withholdings Pbl.	Lincoln National Life Insurance Co	PR Batch 00702.12.2015 Short/Long Term Disability	12/25/2015	85626	1,609.44	
PR Withholdings Pbl.	TIAA-Cref Financial Services	PR Batch 00701.12.2015 Retirement Health Savings Plan	12/11/2015	0	1,542.91	
PR Withholdings Pbl.	Delta Dental	PPO Premium Jan 2016	12/08/2015	85526	1,487.36	
PR Withholdings Pbl.	TIAA-Cref Financial Services	PR Batch 00702.12.2015 Retirement Health Savings Plan	12/25/2015	0	1,293.68	
PR Withholdings Pbl.	American Fidelity Assurance	PR Batch 00701.12.2015 Med Flex/125 Plan	12/11/2015	0	1,269.16	
PR Withholdings Pbl.	American Fidelity Assurance	PR Batch 00702.12.2015 Med Flex/125 Plan	12/25/2015	0	1,269.16	
Inventory	Unisource Worldwide Inc	Janitorial Supplies	12/18/2015	0	1,092.80	
PR Withholdings Pbl.	Humana Insurance Co	PR Batch 00702.12.2015 ER Paid Life Insurance	12/25/2015	85620	1,026.79	
PR Withholdings Pbl.	PERS	PR Batch 00702.12.2015 PERS Employee Paid (Part-Time)	12/25/2015	0	874.70	
PR Withholdings Pbl.	U.S. Bank	PR Batch 00702.12.2015 PARS Employee Portion	12/25/2015	0	861.10	
PR Withholdings Pbl.	U.S. Bank	PR Batch 00702.12.2015 PARS Employer Portion	12/25/2015	0	861.10	
PR Withholdings Pbl.	U.S. Bank	PR Batch 00701.12.2015 PARS Employee Portion	12/11/2015	0	762.17	
PR Withholdings Pbl.	U.S. Bank	PR Batch 00701.12.2015 PARS Employer Portion	12/11/2015	0	762.17	
PR Withholdings Pbl.	San Marino Police Officers Assn	PR Batch 00701.12.2015 San Marino PD Assn	12/11/2015	0	754.86	
PR Withholdings Pbl.	San Marino Police Officers Assn	PR Batch 00702.12.2015 San Marino PD Assn	12/25/2015	0	754.86	
PR Withholdings Pbl.	PERS	PR Batch 00701.12.2015 PERS Employee Paid (Part-Time)	12/11/2015	0	709.42	
Inventory	Dapper Tire Co	Tires	12/18/2015	0	677.96	
PR Withholdings Pbl.	San Marino Firefighters Assn	PR Batch 00701.12.2015 Firefighter Dues	12/11/2015	0	657.50	
PR Withholdings Pbl.	San Marino Firefighters Assn	PR Batch 00702.12.2015 Firefighter Dues	12/25/2015	0	657.50	
PR Withholdings Pbl.	Fidelity Security Life Insurance/Eyemed	PR Batch 00702.12.2015 Vision Ins/125 Plan	12/25/2015	85613	569.70	
Inventory	RDJC LLC	Filters	12/18/2015	85638	516.82	
PR Withholdings Pbl.	PERS	PR Batch 00701.12.2015 PERS Buy Back Pre-Tax	12/11/2015	0	508.27	
PR Withholdings Pbl.	PERS	PR Batch 00702.12.2015 PERS Buy Back Pre-Tax	12/25/2015	0	508.27	
PR Withholdings Pbl.	TIAA-Cref Financial Services	PR Batch 00701.12.2015 Retirement Health Savings Plan	12/11/2015	0	487.17	
PR Withholdings Pbl.	TIAA-Cref Financial Services	PR Batch 00702.12.2015 Retirement Health Savings Plan	12/25/2015	0	487.17	
PR Withholdings Pbl.	American Fidelity Assurance	PR Batch 00701.12.2015 Life Insurance-After Tax	12/11/2015	0	481.01	
PR Withholdings Pbl.	American Fidelity Assurance	PR Batch 00702.12.2015 Life Insurance-After Tax	12/25/2015	0	481.01	
PR Withholdings Pbl.	American Fidelity Assurance	PR Batch 00701.12.2015 Disability STD-After Tax	12/11/2015	0	398.66	
PR Withholdings Pbl.	American Fidelity Assurance	PR Batch 00702.12.2015 Disability STD-After Tax	12/25/2015	0	398.66	
PR Withholdings Pbl.	American Fidelity Assurance	PR Batch 00701.12.2015 Accident Insurance-Before Tax	12/11/2015	0	345.55	
PR Withholdings Pbl.	American Fidelity Assurance	PR Batch 00702.12.2015 Accident Insurance-Before Tax	12/25/2015	0	345.55	
PR Withholdings Pbl.	San Marino City Employees Assn	PR Batch 00702.12.2015 San Marino City Employee Assn	12/25/2015	0	317.25	
PR Withholdings Pbl.	San Marino City Employees Assn	PR Batch 00701.12.2015 San Marino City Employee Assn	12/11/2015	0	305.50	
PR Withholdings Pbl.	TIAA-Cref Financial Services	PR Batch 00701.12.2015 Deferred Comp-Management	12/11/2015	0	292.30	
PR Withholdings Pbl.	TIAA-Cref Financial Services	PR Batch 00702.12.2015 Deferred Comp-Management	12/25/2015	0	292.30	

Account	Vendor	Description	Date	Chec k	Amount	Prior
PR Withholdings Pbl.	American Fidelity Assurance	PR Batch 00701.12.2015 Cancer Insurance-Before Tax	12/11/2015	0	209.64	
PR Withholdings Pbl.	American Fidelity Assurance	PR Batch 00702.12.2015 Cancer Insurance-Before Tax	12/25/2015	0	209.64	
PR Withholdings Pbl.	American Fidelity Assurance	PR Batch 00701.12.2015 Dep Care/125 Plan	12/11/2015	0	208.33	
PR Withholdings Pbl.	American Fidelity Assurance	PR Batch 00702.12.2015 Dep Care/125 Plan	12/25/2015	0	208.33	
Deposits	Scott T Kwong	Refund- Candidate Statement	12/18/2015	85623	204.94	
PR Withholdings Pbl.	CA State Disbursement Unit	PR Batch 00701.12.2015 Earnings Withholding Order	12/11/2015	0	198.92	
PR Withholdings Pbl.	CA State Disbursement Unit	PR Batch 00702.12.2015 Earnings Withholding Order	12/25/2015	0	198.92	
Recreation Deposits	Marci Wendling	Refund- Stage Time	12/08/2015	85498	167.00	
PR Withholdings Pbl.	LegalShield	PR Batch 00701.12.2015 Prepaid Legal Services	12/11/2015	0	135.54	
PR Withholdings Pbl.	LegalShield	PR Batch 00702.12.2015 Prepaid Legal Services	12/25/2015	0	135.54	
Inventory	O'Reilly Auto Parts	Filter	12/18/2015	85629	120.49	
Inventory	U.S. Bank	Garage Intel- Gate Remotes	12/15/2015	85583	119.14	
Inventory	Interstate Battery Systems of	Battery	12/18/2015	0	107.86	
PR Withholdings Pbl.	American Fidelity Assurance	PR Batch 00701.12.2015 Cancer Insurance-After Tax	12/11/2015	0	103.15	
PR Withholdings Pbl.	American Fidelity Assurance	PR Batch 00702.12.2015 Cancer Insurance-After Tax	12/25/2015	0	103.15	
Deposits	Steve Huang	Refund- Candidate Statement	12/18/2015	85619	102.47	
Deposits	Dennis Kneier	Refund- Candidate Statement	12/18/2015	85622	102.47	
Deposits	Eugene Sun	Refund- Candidate Statment	12/18/2015	85640	102.47	
Deposits	Steve Tait	Refund - Candidate Statement	12/18/2015	85642	102.47	
Recreation Deposits	Grace Topp	Refund- Pee Wee Soccer	12/08/2015	85506	100.00	
PR Withholdings Pbl.	PERS	PR Batch 00702.12.2015 PERS Survivor Benefit	12/25/2015	0	97.65	
PR Withholdings Pbl.	PERS	PR Batch 00701.12.2015 PERS Survivor Benefit	12/11/2015	0	96.72	
Friends' Funds	Friends of Crowell Public Lib	Reimbursement Oct -Nov 2015	12/08/2015	85530	68.75	
PR Withholdings Pbl.	American Fidelity Assurance	PR Batch 00701.12.2015 Accident Insurance-After Tax	12/11/2015	0	67.98	
PR Withholdings Pbl.	American Fidelity Assurance	PR Batch 00702.12.2015 Accident Insurance-After Tax	12/25/2015	0	67.98	
PR Withholdings Pbl.	Delta Dental	HMO Premium Jan 2016	12/08/2015	85526	60.84	
Inventory	O'Reilly Auto Parts	Light Bulbs	12/18/2015	85629	53.91	
Recreation Deposits	Carolyn Chow	Refund- Pee Wee Soccer	12/08/2015	85505	50.00	
Inventory	Bob Wondries	Radiator Hose	12/08/2015	0	49.74	
Recreation Deposits	Kimi Suehiro	Refund- Jr. Tennis	12/18/2015	85587	48.00	
Recreation Deposits	Stanley Huang	Refund- Jr. Tennis	12/18/2015	85592	48.00	
PR Withholdings Pbl.	Humana Insurance Co	Premiums Adjustment Jan 2016	12/18/2015	85620	40.80	
Inventory	O'Reilly Auto Parts	Oil	12/18/2015	85629	37.31	
Inventory	O'Reilly Auto Parts	Brake Kleen	12/08/2015	85551	35.19	
Inventory	O'Reilly Auto Parts	Stripper	12/18/2015	85629	28.77	
Recreation Deposits	Cathy Newton	Refund - Jr Tennis	12/18/2015	85584	24.00	
Recreation Deposits	Margaret Loh	Refund- Jr Tennis	12/18/2015	85585	24.00	
Recreation Deposits	Caroline Fabbro	Refund- Jr Tennis	12/18/2015	85586	24.00	
Recreation Deposits	Sangeeta Awasthi	Refund- Jr Tennis	12/18/2015	85589	24.00	
Recreation Deposits	Ying Zong	Refund- Jr. Tennis	12/18/2015	85590	24.00	
Recreation Deposits	Guanhua Tu	Refund- Jr Tennis	12/18/2015	85591	24.00	
Inventory	O'Reilly Auto Parts	Oil Filters	12/08/2015	85551	17.64	
Inventory	O'Reilly Auto Parts	Filters	12/18/2015	85629	12.04	
Recreation Deposits	Christine Tong	Refund - Pee Wee Tennis	12/08/2015	85501	12.00	
Inventory	O'Reilly Auto Parts	Filters	12/18/2015	85629	10.82	
SMIT Fees Pbl.	Scott Harding	Refund- Over Payment	12/08/2015	85502	2.00	
SMIT Fees Pbl.	Verde Vista Landscape Design	Refund- Building Permit	12/08/2015	85504	1.00	
PR Withholdings Pbl.	Fidelity Security Life Insurance/Eyemed	Premium Dec 2015	12/18/2015	85613	0.89	
Inventory	O'Reilly Auto Parts	Credit	12/18/2015	85629	-12.04	
PR Withholdings Pbl.	CA Law Enforcement Assn	Adjustment Premium Dec 2015	12/08/2015	85519	-24.50	
PR Withholdings Pbl.	H. Wilson Insurancenter Inc	Adjustment Premium Dec 2015	12/08/2015	0	-27.00	
Inventory	O'Reilly Auto Parts	Credit	12/18/2015	85629	-28.77	
PR Withholdings Pbl.	Lincoln National Life Insurance Co	Premium Adjustment Jan 2015	12/18/2015	85626	-33.53	
					<u>412,511.95</u>	<u>251,700.83</u>

Account	Vendor	Description	Date	Chec k	Amount	Prior
Revenue Accounts						
101-00-3040-0000	California American Water	Franchise Fee Oct- Nov 2015	12/08/2015	85520	20.54	
101-00-3321-0000	Marci Wendling	Reissue Fee 2nd Time	12/08/2015	85498	-35.00	
					<u>-14.46</u>	<u>-</u>
City Council Accounts						
101-01-4376-0000	Alice Computerworks	IPad for City Council	12/08/2015	85509	1,119.94	
101-01-4376-0000	Vina Engraving	City Plaques for Outgoing Council & Staff	12/08/2015	85576	228.90	
101-01-4420-0000	Plaza Printing	Business Card-R.Sun & A.Yung	12/18/2015	0	174.40	
101-01-4420-0000	Plaza Printing	Business Card-S. Huang & S.Talt	12/18/2015	0	163.50	
101-01-4480-0000	U.S. Bank	Tony Pizza - Dinner for City Council	12/15/2015	85583	87.00	
101-01-4376-0000	Vina Engraving	Name Plates For City Council	12/08/2015	85576	81.75	
101-01-4376-0000	Vina Engraving	Council Name Plates	12/18/2015	85646	13.63	
					<u>1,869.12</u>	<u>205.21</u>
Administration Accounts						
595-07-4356-0000	Self-Insurance Plans	Workers' Comp Self Insurance Plan 7/1/15-6/30/16	12/08/2015	85565	19,054.94	
101-07-4106-2755	Richards Watson & Gershon	Legal Service 7/29/15-9/30/15	12/08/2015	85557	16,044.77	
101-07-4016-0000	PERS (Medical)	Retired Premiums Jan 2016	12/18/2015	0	12,475.00	
101-07-4106-2755	Richards Watson & Gershon	Legal Service 7/2/15, 10/1/15-10/31/15	12/18/2015	85633	9,518.46	
101-07-4376-0000	Sodexo Leisure Service	Employee Holiday Luncheon	12/08/2015	85564	4,305.50	
101-07-4500-1980	Southern California Edison	Electrical Service Oct-Nov 2015	12/08/2015	85559	3,113.59	
101-07-4150-0000	Lance, Soll & Lunghard CPA's LLP	City Financial Audit -Final 2015	12/08/2015	0	2,120.00	
595-07-4150-0000	AdminSure Inc	Workers' Compensation Claims Admin Dec 2015	12/08/2015	85508	1,780.00	
101-07-4150-0000	SLK.US Inc	Computer Service	12/08/2015	0	1,686.25	
101-07-4500-9025	AT&T	Phone Service - Oct - Nov 2015	12/08/2015	85514	1,599.30	
101-07-4150-0000	Laurie Kajiwara	Community Newsletter December 2015	12/18/2015	0	1,250.00	
101-07-4309-0000	Foothill Construction Building Inc	Refund - Double Payment on Plan Check Fee 12/1/15	12/08/2015	85507	1,248.33	
101-07-4290-0000	Los Angeles County Registrar	Candidate Statements	12/18/2015	85625	1,185.18	
101-07-4150-0000	SLK.US Inc	Cloud Service Dec 2015	12/08/2015	0	1,165.50	
101-07-4016-0000	John Penido	Medical Retirement Dec 2015	12/18/2015	0	1,094.00	
101-07-4150-0000	Cities Digital	Laserfiche Annual Support 2/23/15-2/23/17	12/18/2015	85607	800.00	
101-07-4202-0000	ECP-SMT Aquisition, LLC	Notice N-15--XX	12/08/2015	0	603.72	
101-07-4150-0000	D H Maintenance Services	Janitorial Service November 2015	12/08/2015	85527	577.88	
101-07-4202-0000	ECP-SMT Aquisition, LLC	Notice N-15--30	12/08/2015	0	533.52	
101-07-4106-2755	Richards Watson & Gershon	Legal Service 10/1/15-10/31/15	12/08/2015	85557	325.00	
101-07-4150-0000	PERS (Medical)	Administrative Fee Jan 2016	12/18/2015	0	321.11	
101-07-4396-0000	U.S. Bank	Rotary Club- Quarter Membership Oct 2015	12/15/2015	85583	305.00	
101-07-4150-0000	Hinderliter deLlamas & Associa	Contract Service Sales Tax 4th Quarter	12/18/2015	85618	300.00	
101-07-4500-9025	Time Warner Cable	Cable Internet Service 12/6/15-1/5/16	12/08/2015	85568	264.99	
101-07-4316-0000	CopyFree Technology Inc	Copier Lease 12/15/15-3/14/16	12/18/2015	85611	243.00	
101-07-4309-0000	Emily Ying	Refund- Double Payment Plan Check Fees 11/18/15	12/08/2015	85500	237.50	
101-07-4150-0000	Hinderliter deLlamas & Associa	Audit Service - Sales Tax Quarter 2	12/18/2015	85618	188.35	
101-07-4206-0000	ACR Air Conditioning	AC Maintenance	12/08/2015	0	170.00	
101-07-4500-9025	AT&T	Phone Service Oct - Nov 2015	12/18/2015	85598	167.15	
101-07-4316-0000	GreatAmerica Financial Services	Postage Machine Dec 2015	12/08/2015	85534	143.90	
101-07-4398-0000	Veronica Ruiz	Reimbursement -Mileage Conference 12/1/15-12/4/15	12/08/2015	0	128.69	
101-07-4206-0000	San Marino Lock & Safe Co	Repair Panic Bar in Conference Room	12/08/2015	0	125.00	
101-07-4376-0000	Pacific Insurance Network Systems	Insurance Tracking Monthly Fee Dec 2015	12/08/2015	85554	125.00	
101-07-4396-0000	U.S. Bank	Ca Society of Mun Finance Officer Membership 1/1/16-12/31/16	12/15/2015	85583	110.00	
101-07-4150-0000	Nick Boswell Photography	City Treasurer Website Photo	12/18/2015	0	103.79	
101-07-4206-0000	SDS Security Design Systems	Alarm Service L84- 086 Dec 2015	12/08/2015	85558	99.00	
101-07-4500-9460	California American Water	Water Service Oct- Nov 2015	12/08/2015	85520	83.53	
101-07-4106-2755	Richards Watson & Gershon	Legal Service 10/1/15-10/31/15	12/08/2015	85557	81.76	
101-07-4376-0000	U.S. Bank	Crystal by Design- Employees of the Year Award	12/15/2015	85583	81.74	
101-07-4206-0000	SDS Security Design Systems	Alarm Service L85 278 Dec 2015	12/08/2015	85558	75.00	
101-07-4376-0000	Office Depot	Office Supplies and Breakroom Supplies	12/08/2015	85549	64.32	
101-07-4480-0000	U.S. Bank	CA Society of Muni- meeting 11/18/15	12/15/2015	85583	40.00	
101-07-4290-0000	Martin & Chapman Co	Certificate of Election & Oaths	12/08/2015	85545	39.80	

Account	Vendor	Description	Date	Chec k	Amount	Prior
101-07-4396-0000	CB Merchant Services	Quarterly Membership Dues	12/18/2015	85606	32.00	
101-07-4480-0000	Veronica Ruiz	Reimbursement - Parking Conference 12/1/15-12/4/15	12/08/2015	0	30.00	
101-07-4480-0000	Liebert Cassidy Whitmore	Workshop Jan 13, 2016- L.Garcia & A.Tseng	12/08/2015	85541	20.00	
101-07-4376-0000	Office Depot	Breakroom Supplies	12/08/2015	85549	9.91	
					84,071.48	32,847.19
Planning & Building Accounts						
101-14-4150-0000	Meritage Systems	Reissues Permit Software Licensing Fee 7/1/15-6/30/16	12/08/2015	85546	8,300.00	
101-14-4104-6270	VCA Code Group	Plan Review Service 9/27/15-10/31/15	12/08/2015	0	5,228.00	
101-14-4104-6270	VCA Code Group	Inspection Service 9/27/15-10/31/15	12/08/2015	0	1,800.00	
101-14-4106-2755	Richards Watson & Gershon	Legal Service 10/1/15-10/31/15	12/08/2015	85557	1,617.00	
101-14-4104-6270	RKA Consulting Group	Building Inspector - 10/1/15-10/31/15	12/08/2015	0	1,200.00	
101-14-4104-6270	VCA Code Group	Fire Protection Plan Review Service 9/27/15-10/31/15	12/08/2015	0	1,061.50	
101-14-4376-0000	U.S. Bank	Elitedesign- Business License Vehicle Stickers	12/15/2015	85583	728.99	
101-14-4150-0000	SLK.US Inc	Cloud Service Dec 2015	12/08/2015	0	666.00	
101-14-4104-6270	RKA Consulting Group	Inspector Service 11/23/15-11/24/15	12/18/2015	0	600.00	
101-14-4104-6270	VCA Code Group	Over the Counter Plan Review Service 9/27/15-10/31/15	12/08/2015	0	600.00	
101-14-4104-6270	VCA Code Group	Inspection Service Erbura Gallery Addition 9/27/15-10/31/15	12/08/2015	0	540.00	
101-14-3151-0000	Scott Harding	Refund- Over Payment	12/08/2015	85502	477.67	
101-14-4468-0000	U.S. Bank	UCLA Extension- Traing A. Merlo	12/15/2015	85583	295.00	
101-14-4412-0000	UPS	Postage	12/08/2015	85573	240.36	
101-14-4150-0000	SLK.US Inc	Computer Service	12/08/2015	0	207.10	
101-14-4106-0950	Dapeer,Rosenblit & Litvak LLP	Legal Service Code Enforcement 11/10/15-11/19/15	12/18/2015	85612	185.60	
101-14-4399-0000	GE Capital	Copier Lease Dec 2015	12/18/2015	85616	144.97	
101-14-3151-0000	Verde Vista Landscape Design	Refund - Building Permit	12/08/2015	85504	99.24	
101-14-4376-0000	Office Depot	Paper & Supplies	12/08/2015	85549	88.12	
101-14-4376-0000	U.S. Bank	Office Depot- Supplies	12/15/2015	85583	80.63	
101-14-4500-9025	Verizon Wireless	Data Service 10/24/15-11/23/15	12/08/2015	85575	76.02	
101-14-4508-0000	Voyager Fleet Systems Inc	Gasoline 10/24/15-11/23/15	12/08/2015	85577	61.13	
101-14-3306-0000	Scott Harding	Refund- Over Payment	12/08/2015	85502	48.38	
101-14-4376-0000	U.S. Bank	Office Depot- Supplies	12/15/2015	85583	43.58	
101-14-4508-0000	Samayoa's Mobile Car Wash	Car Wash Nov 2015	12/08/2015	0	25.00	
101-14-3150-0000	Scott Harding	Refund- Over Payment	12/08/2015	85502	20.73	
101-14-4508-0000	U.S. Bank	Chervon- Fuel	12/15/2015	85583	20.00	
101-14-4420-0000	Sky Blueprint &Supplies	Printing	12/08/2015	85561	13.08	
101-14-3306-0000	Verde Vista Landscape Design	Refund - Building Permit	12/08/2015	85504	8.42	
101-14-3150-0000	Verde Vista Landscape Design	Refund - Building Permit	12/08/2015	85504	3.61	
101-14-4508-0000	Voyager Fleet Systems Inc	Taxes Adjustment 10/24/15-11/23/15	12/08/2015	85577	-3.34	
101-14-4376-0000	U.S. Bank	Greiger - Credit Fraud	12/15/2015	85583	-265.20	
					24,211.59	12,325.31
Police Accounts						
103-30-4150-0000	SLK.US Inc	Cloud Service Dec 2015	12/08/2015	0	6,660.00	
103-30-4150-0000	All City Management Services Inc	School Crossing Guard Service 11/8/15-11/21/15	12/08/2015	0	5,839.68	
103-30-4150-0000	All City Management Services Inc	School Crossing Guard Service 10/25/15-11/7/15	12/08/2015	0	5,176.08	
103-30-4150-0000	Pasadena Humane Society	Animal Control Service Nov 2015	12/08/2015	0	4,043.00	
103-30-4150-0000	Alhambra Police Department	Inmates Services Oct 2015	12/08/2015	0	2,322.00	
217-30-4399-0000	American Express	DOJ Approved Shredder	12/08/2015	85510	1,907.49	
103-30-4150-0000	Phoenix Group Information Systems	Parking Citations Processing 10/14/5	12/18/2015	85630	1,713.59	
103-30-4508-0000	Samayoa's Mobile Car Wash	Car Wash Nov 2015	12/08/2015	0	1,300.00	
103-30-4150-0000	Revenue Management- Parking Revenue Superior Court of California, County of LA	Revenue Distribution Oct 2015	12/18/2015	85641	1,087.50	
103-30-4150-0000	Alhambra Police Department	Inmates Service November 2015	12/18/2015	0	946.00	
103-30-4150-0000	D H Maintenance Services	Janitorial Service November 2015	12/08/2015	85527	919.85	
103-30-4150-0000	Liebert Cassidy Whitmore	Guerra Pitchess Motion Legal Service 10/1/15-10/31/15	12/08/2015	85540	870.44	
103-30-4415-0000	U.S. Bank	CA OES Training -D. Guterrez 4/3/15--4/8/15	12/15/2015	85583	800.00	
103-30-4415-0000	U.S. Bank	Travelodge Hotel Stay Training - Sgt. Matthews 10/25-10/28/15	12/15/2015	85583	547.20	
103-30-4415-0000	CATO	Tactical Training- V. Gee 2/8/15-2/12/15	12/08/2015	85522	510.00	
103-30-4415-0000	U.S. Bank	Quality Suites Hotel- Training -D. Guterrez 4/3/15--4/8/15	12/15/2015	85583	508.60	
103-30-4415-0000	U.S. Bank	Quality Suites Hotel Training -D. Gosserand 2/28/16-3/4/16	12/15/2015	85583	508.60	

Account	Vendor	Description	Date	Chec k	Amount	Prior
103-30-4415-0000	U.S. Bank	Quality Suites Hotel Training V Golden 2/28-3/4/16	12/15/2015	85583	508.60	
103-30-4150-0000	T Mobile USA	CS /DNA - Cell Phone Ping Service	12/08/2015	85569	500.00	
103-30-4396-0000	Los Angeles County Police Chiefs' Association	Los Angeles County Police Chief Ass. Membership 2016	12/18/2015	85624	500.00	
103-30-4480-0000	U.S. Bank	El Rancho Motel- Hotel- Conference 11/2/15	12/15/2015	85583	484.00	
103-30-4500-9025	AT&T	Phone Service Oct - Nov 2015	12/18/2015	85598	416.80	
103-30-4500-9025	AT&T	Phone Service Interstate Dedicated - 12/1/-12/31/15	12/18/2015	85599	399.04	
103-30-4396-0000	U.S. Bank	Rotary Club - Dues	12/15/2015	85583	305.00	
103-30-4500-9025	AT&T	Police ISDN Line - 11/28/15-12/27/15	12/18/2015	85597	301.64	
103-30-4415-0000	Victor Gee	Mileage- Training 10/19/15-10/23/15	12/18/2015	0	293.25	
103-30-4376-0000	U.S. Bank	Action Target- Range Equipment	12/15/2015	85583	272.50	
103-30-4150-0000	GE Capital	Copier Lease 1/16/15-2/15/15	12/18/2015	85616	259.42	
103-30-4150-0000	GE Capital	Copier Lease Dec 2015	12/18/2015	85616	247.87	
103-30-4150-0000	Time Warner Cable	Cable Internet Service 12/1/15-12/31/15	12/08/2015	85568	214.99	
103-30-4500-9025	AT&T Mobility	Phone Service 10/24/15-11/23/15	12/18/2015	85600	191.30	
103-30-4508-0000	O'Reilly Auto Parts	Starter	12/18/2015	85629	151.49	
103-30-4508-0000	Commline Inc	Motorcycle Maintenance	12/08/2015	0	140.00	
103-30-4316-0000	San Marino Lock & Safe Co	Gate and Camera Repair	12/08/2015	0	125.00	
103-30-4396-0000	U.S. Bank	CA Peace Officer Membership	12/15/2015	85583	125.00	
103-30-4480-0000	U.S. Bank	DT Hotel Hilton- Hotel-Training C Torres 11/2-11/3/15	12/15/2015	85583	109.25	
103-30-4150-0000	Ennis Jackson	Hearing Examiner Service 10/16/15	12/18/2015	0	101.40	
103-30-4492-0004	U.S. Bank	Keytone Uniforms - Alterations V.Gee & D. Gossard	12/15/2015	85583	100.00	
103-30-4508-0000	Voyager Fleet Systems Inc	Gasoline 10/24/15-11/23/15	12/08/2015	85577	86.84	
103-30-4376-0000	Remington Water	Drink Water Service Dec 2015	12/08/2015	85556	75.00	
103-30-4376-0000	U.S. Bank	Dash Medical Gloves - Gloves for Dept Vehicles	12/15/2015	85583	66.38	
103-30-4508-0000	Voyager Fleet Systems Inc	Gasoline 10/24/15-11/23/15	12/08/2015	85577	51.65	
103-30-4399-0000	U.S. Bank	LexisNexis	12/15/2015	85583	51.00	
103-30-4396-0000	R.A.D. Systems	License Renewal Card V. Golden	12/18/2015	85631	50.00	
103-30-4508-0000	U.S. Bank	Chervon- Fuel	12/15/2015	85583	46.92	
103-30-4492-0004	Sun Badge Co	Badge Repair	12/08/2015	0	45.88	
103-30-4150-0000	SLK.US Inc	Computer Service	12/08/2015	0	39.24	
103-30-4500-4950	The Gas Company	Natural Gas Service Oct- Nov 2015	12/08/2015	85567	37.10	
103-30-3324-0000	Karen Hawk	Refund- Housewatch Double Payment	12/08/2015	85503	35.00	
103-30-4376-0000	U.S. Bank	UPS Store - Mailing for Subpoena	12/15/2015	85583	24.08	
103-30-4480-0000	Petty Cash	Meeting	12/08/2015	85521	22.00	
103-30-4468-0000	U.S. Bank	Use of Force Training - R. Ward & A. Blonde	12/15/2015	85583	14.00	
103-30-4376-0000	American Express	UPS	12/08/2015	85510	10.55	
103-30-4415-0000	U.S. Bank	Waba Grill - Training- Lunch	12/15/2015	85583	10.10	
103-30-4415-0000	U.S. Bank	The Brick Market - Training- Lunch	12/15/2015	85583	9.76	
103-30-4150-0000	U.S. Bank	Spokeo CSI Search	12/15/2015	85583	3.53	
103-30-4480-0000	U.S. Bank	DT Hotel Hilton- Hotel-Training C Torres 11/2-11/3/15	12/15/2015	85583	0.01	
103-30-4508-0000	Voyager Fleet Systems Inc	Taxes Adjustment 10/24/15-11/23/15	12/08/2015	85577	-2.70	
103-30-4508-0000	Voyager Fleet Systems Inc	Taxes Adjustment 10/24/15-11/23/15	12/08/2015	85577	-4.63	
103-30-4508-0000	O'Reilly Auto Parts	Credit	12/18/2015	85629	-87.82	
					<u>41,990.47</u>	<u>51,685.87</u>
Fire Accounts						
103-34-4492-0004	Fisher Scientific Company LLC	Uniform Safety Turnouts	12/08/2015	85529	7,714.91	
591-34-4613-9300	Commline Inc	Fire Chief Vehicle Equipment	12/08/2015	0	5,232.52	
103-34-4150-0000	Wittman Enterprises LLC	Billing Service October 2015	12/08/2015	0	3,209.41	
103-34-4150-0000	SLK.US Inc	Cloud Service Dec 2015	12/08/2015	0	1,998.00	
394-34-4600-2885	U.S. Bank	Power Equipment Direct-New Compressor for Plymovent	12/15/2015	85583	1,499.09	
103-34-4376-0000	Life-Assist Inc	Ambulance Supplies	12/08/2015	85542	1,136.45	
103-34-4316-0000	Garvey Equipment Company	Chainsaw	12/08/2015	0	1,084.55	
103-34-4376-0000	Life-Assist Inc	Ambulance Supplies	12/08/2015	85542	655.66	
103-34-4492-0004	Fisher Scientific Company LLC	New Hire Safety Uniforms	12/08/2015	85529	524.84	
103-34-4206-0000	Unisource Worldwide Inc	Janitorial Supplies	12/18/2015	0	483.32	
103-34-3332-0000	Garfield Medical Center	Refund- Elizabeth Bass 11/22/15	12/18/2015	85593	467.58	
103-34-4492-0003	Tom's Uniforms	Uniform- N. Foth	12/08/2015	85571	430.55	

Account	Vendor	Description	Date	Chec k	Amount	Prior
103-34-4492-0003	Galls, LCC	Uniforms	12/08/2015	85531	415.07	
103-34-4376-0000	Life-Assist Inc	Ambulance Supplies	12/08/2015	85542	365.68	
103-34-4492-0004	Allstar Fire Equipment Inc	New Hire Safety Uniform	12/08/2015	0	347.62	
103-34-4500-9025	AT&T	Phone Service Oct - Nov 2015	12/18/2015	85598	295.17	
103-34-4436-0000	U.S. Bank	All Hans Fire Equipment - New Hire Boots -Alvarado	12/15/2015	85583	252.08	
103-34-4480-0000	U.S. Bank	Firefighter Cancer Support Gale Event	12/15/2015	85583	250.00	
103-34-4436-0000	U.S. Bank	Safety Gear- New Hire Boots	12/15/2015	85583	214.98	
103-34-4316-0000	U.S. Bank	Harbor Freight - Arson Equipment	12/15/2015	85583	211.64	
103-34-4492-0003	Tom's Uniforms	Uniform- A Alvarado	12/08/2015	85571	211.46	
103-34-4468-0000	U.S. Bank	EMSA- Paramedic License - Stewart	12/15/2015	85583	200.00	
103-34-4376-0000	233-Praxair Distribution Inc	Oxygen	12/08/2015	0	181.75	
103-34-4492-0003	U.S. Bank	Tshirt Factory Outlet -Uniforms	12/15/2015	85583	171.68	
103-34-4206-0000	ACR Air Conditioning	AC Service Called 12/9/15	12/18/2015	0	163.00	
103-34-4492-0003	U.S. Bank	Condor Outdoor - Arson Uniform Equipment	12/15/2015	85583	129.80	
103-34-4436-0000	Bryce Marquis	Reimbursement - New Employee Paramedic LA Accrediation	12/08/2015	85544	125.00	
103-34-4316-0000	Turnout Maintenance Co LLC	Uniform Safety Maintenance	12/08/2015	85572	117.00	
103-34-4492-0003	Galls, LCC	Uniforms	12/08/2015	85531	110.85	
103-34-4206-0000	AmeriPride Services Inc	Towels	12/08/2015	85511	92.03	
103-34-4500-4950	The Gas Company	Natural Gas Service Oct- Nov 2015	12/08/2015	85567	91.93	
103-34-4316-0000	U.S. Bank	Home Depot- Arson Equipment	12/15/2015	85583	76.23	
281-34-4376-0000	Timothy Chow	Reimbursement for Santa Suit	12/08/2015	85524	73.91	
103-34-4492-0003	U.S. Bank	Crown Cleaner - Chiefs Uniform Cleaning	12/15/2015	85583	72.00	
103-34-4376-0000	Life-Assist Inc	Ambulance Supplies	12/08/2015	85542	70.40	
103-34-4480-0000	U.S. Bank	The Galley- Command Meeting	12/15/2015	85583	68.40	
103-34-4316-0000	U.S. Bank	Amazon- Arson Equipment	12/15/2015	85583	56.00	
103-34-4492-0003	U.S. Bank	Tshirt Factory Outlet -Uniforms	12/15/2015	85583	49.05	
103-34-4492-0004	U.S. Bank	Terry Mobil Canvas - Chief Helmet	12/15/2015	85583	49.05	
281-34-4376-0000	U.S. Bank	Vons- Food	12/15/2015	85583	46.26	
103-34-4500-9025	AT&T	Phone Service - Oct - Nov 2015	12/08/2015	85514	45.97	
103-34-4452-0000	U.S. Bank	Amazon- Strobe Light Replacement for Rig Bag	12/15/2015	85583	39.98	
103-34-4316-0000	U.S. Bank	Ereplacement Parts- Vacuum Repair	12/15/2015	85583	29.82	
394-34-4600-2885	U.S. Bank	Home Depot - Compressor Maintenance	12/15/2015	85583	27.13	
103-34-4480-0000	U.S. Bank	The Galley- Investigator Meeting	12/15/2015	85583	24.96	
103-34-4508-0000	U.S. Bank	S& Z Petroleum - Fuel	12/15/2015	85583	20.00	
103-34-4420-0000	Office Depot	Business Card M. White	12/08/2015	85549	19.50	
103-34-4468-0000	U.S. Bank	Orchard Supply - Engine Test	12/15/2015	85583	16.87	
103-34-4376-0000	Remington Water	Drink Water Service Dec 2015	12/08/2015	85556	15.00	
394-34-4600-2885	U.S. Bank	Home Depot - Compressor Maintenance	12/15/2015	85583	1.79	
103-34-4206-0000	Unisource Worldwide Inc	Janitorial Supplies Credit	12/18/2015	0	-157.83	
103-34-4206-0000	Unisource Worldwide Inc	Janitorial Supplies Credit	12/18/2015	0	-285.73	
					<u>28,742.38</u>	<u>48,200.34</u>
Emergency Services Accounts						
591-36-4613-0000	SB Acquisition LLC	Sanbagger Machine for El Nino	12/18/2015	85643	6,435.00	
101-36-4316-0000	Advanced Battery Systems	Batteries for Generator	12/18/2015	0	627.49	
101-36-4500-9025	Verizon Wireless	Phones, iPads & Difiib Phones Service 10/26/15-11/25/15	12/18/2015	85645	312.78	
101-36-4376-0000	Western Graphix Inc	Cert	12/08/2015	0	295.00	
101-36-4376-0000	U.S. Bank	Orchard Hardware Supply- Locks for Cover and Car Wash Equipment	12/15/2015	85583	162.43	
					<u>7,832.70</u>	<u>996.77</u>
Public Works Administration Accounts						
101-40-4492-0004	Kustom Imprints	Safety Jackets	12/08/2015	0	1,051.87	
101-40-4104-0000	Willdan Engineering	San Marino E&T Survey Update	12/08/2015	85578	800.00	
101-40-4150-0000	SLK.US Inc	Cloud Service Dec 2015	12/08/2015	0	666.00	
101-40-4206-0000	M. Newell Construction	Awning Covers	12/08/2015	85547	500.00	
101-40-4150-0000	D H Maintenance Services	Janitorial Service November 2015	12/08/2015	85527	331.65	
101-40-4104-0000	RSCC Engineering	Engineering Service 11/14/15-12/9/15	12/18/2015	0	290.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 11/14/15-12/9/15	12/18/2015	0	290.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 11/14/15-12/9/15	12/18/2015	0	290.00	

Account	Vendor	Description	Date	Chec k	Amount	Prior
101-40-4104-0000	RSCC Engineering	Engineering Service 11/14/15-12/9/15	12/18/2015	0	290.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 11/14/15-12/9/15	12/18/2015	0	290.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 11/14/15-12/9/15	12/18/2015	0	290.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 11/14/15-12/9/15	12/18/2015	0	290.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 11/14/15-12/9/15	12/18/2015	0	290.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 11/14/15-12/9/15	12/18/2015	0	290.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 11/14/15-12/9/15	12/18/2015	0	290.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 11/14/15-12/9/15	12/18/2015	0	290.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 11/14/15-12/9/15	12/18/2015	0	290.00	
101-40-4316-0000	CBE Office Solutions	Copy Machine Service 11/17/15	12/08/2015	0	180.00	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	12/08/2015	85511	161.39	
101-40-4500-9025	Priority Communications Inc	Phone Repair	12/18/2015	0	155.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 11/14/15-12/9/15	12/18/2015	0	145.00	
101-40-4206-0000	U.S. Bank	The Home Depot - Repairs Stoneman	12/15/2015	85583	141.26	
101-40-4206-0000	U.S. Bank	The Home Depot - Repairs Stoneman	12/15/2015	85583	140.61	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	12/08/2015	85511	101.93	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	12/08/2015	85511	101.91	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	12/08/2015	85511	101.91	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	12/18/2015	85595	101.91	
101-40-4150-0000	Consolidated Electrical Distributors	Time Clock Christmas Light / Bus Stops	12/18/2015	85610	92.32	
101-40-4468-0000	U.S. Bank	Pesticide Applicator - PAPASeminar 12/2/15	12/15/2015	85583	80.00	
101-40-4500-9025	Verizon Wireless	Ipad R.Serven 10/24/15-11/23/15	12/08/2015	85575	38.01	
101-40-4376-0000	Remington Water	Drink Water Service Dec 2015	12/08/2015	85556	30.00	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	12/08/2015	85511	22.23	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	12/08/2015	85511	22.23	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	12/08/2015	85511	22.23	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	12/08/2015	85511	18.57	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	12/08/2015	85511	18.57	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	12/18/2015	85595	18.57	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	12/08/2015	85511	18.56	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	12/08/2015	85511	14.72	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	12/08/2015	85511	14.72	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	12/08/2015	85511	14.72	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	12/08/2015	85511	14.38	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	12/08/2015	85511	14.07	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	12/08/2015	85511	14.07	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	12/08/2015	85511	14.07	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	12/08/2015	85511	13.61	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	12/18/2015	85595	13.61	
					8,669.70	16,240.71
Garage Accounts:						
101-42-4316-0000	JDS Tank Testing & Repair Inc	Service Call Out 10/30/15	12/18/2015	85621	240.00	
101-42-4452-0000	U.S. Bank	Harbor Freight - Tools	12/15/2015	85583	150.50	
101-42-4150-0000	JDS Tank Testing & Repair Inc	Monthly Designated Operator November 2015	12/18/2015	85621	140.00	
101-42-4376-0000	O'Reilly Auto Parts	Degreaser	12/18/2015	85629	103.54	
101-42-4452-0000	O'Reilly Auto Parts	Hose Remover	12/18/2015	85629	62.57	
101-42-4452-0000	O'Reilly Auto Parts	Decal Stripper	12/18/2015	85629	28.77	
101-42-4452-0000	O'Reilly Auto Parts	Credit	12/18/2015	85629	-18.98	
					706.40	4,073.73
Sewer & Stormdrain Accounts						
101-44-4399-0000	E.C. Construction Inc	Progress Payment #3	12/08/2015	0	15,660.00	
394-44-4600-8020	316 Engineering & Construction	Orlando Storm Drain Repair	12/18/2015	85588	13,570.10	
101-44-4150-9020	Athens Services	Street Sweeping NOV 2015	12/18/2015	85596	11,925.16	
101-44-4104-0000	KJ Services Environmental Svcs	NPDES Consulting Nov 2015	12/08/2015	85536	560.00	
101-44-4106-5170	Richards Watson & Gershon	Legal Service 10/1/15-10/31/15	12/08/2015	85557	124.25	
101-44-4106-5170	Richards Watson & Gershon	Legal Service 9/1/15-10/31/15	12/08/2015	85557	100.00	
					41,939.51	79,431.75

Account	Vendor	Description	Date	Chec k	Amount	Prior
Street Accounts						
394-48-4600-9271	Doug Martin Contracting Co Inc	Progress Payment #1	12/08/2015	85528	251,023.22	
394-48-4600-9000	California Professional Engineering	Progress Payment #20	12/18/2015	0	78,088.10	
215-48-4600-2877	RSCC Engineering	Engineering Service 11/14/15-12/9/15	12/18/2015	0	10,580.00	
101-48-4500-1980	Southern California Edison	Electrical Service Oct-Nov 2015	12/08/2015	85559	7,332.98	
241-48-4150-0000	Fortel Traffic Inc	Maintenance for VCalm 11/1/15-6/30/16	12/18/2015	85614	4,496.66	
101-48-4150-0000	Siemens Industry Inc	Signal Call Outs November 2015	12/18/2015	0	2,871.87	
394-48-4600-9000	RSCC Engineering	Engineering Service 11/14/15-12/9/15	12/18/2015	0	2,370.00	
394-48-4600-9507	RSCC Engineering	Engineering Service 11/14/15-12/9/15	12/18/2015	0	1,765.00	
204-48-4600-0100	RKA Consulting Group	Labor Compliance 11/1/15-11/30/15	12/18/2015	0	1,262.50	
101-48-4376-0000	Sprague's Ready Mix	Concrete	12/18/2015	0	1,146.95	
101-48-4508-0000	Yale/Chase Equipment Services	JCB Service	12/08/2015	85581	1,068.64	
101-48-4376-0000	Traffic Management Incorporated	El Nino Prep Cones	12/18/2015	0	984.27	
101-48-4376-0000	Traffic Management Incorporated	El Nino Prep Flashing Delineator Flooded Signs	12/18/2015	0	975.55	
101-48-4399-0000	Garvey Equipment Company	El Nino Prep Honda Generator	12/18/2015	0	947.21	
101-48-4150-0000	L.A. Co. Dept of Public Works	Signal Maintenance Oct 2015	12/08/2015	85537	892.11	
101-48-4150-0000	Siemens Industry Inc	Signal Maintenance Oct 2015	12/08/2015	0	742.99	
101-48-4150-0000	Siemens Industry Inc	Signal Maintenance November 2015	12/18/2015	0	742.99	
101-48-4376-0000	Traffic Management Incorporated	El Nino Prep Flashing Barricades	12/18/2015	0	738.48	
101-48-4150-0000	Siemens Industry Inc	Signal Call Outs Oct 2015	12/08/2015	0	733.59	
101-48-4376-0000	U.S. Bank	1000 Bulbs- Street Lights	12/15/2015	85583	697.60	
101-48-4376-0000	Traffic Management Incorporated	El Nino Prep Flashing Barricades	12/18/2015	0	671.44	
394-48-4600-9271	RSCC Engineering	Engineering Service 11/14/15-12/9/15	12/18/2015	0	480.00	
101-48-4376-0000	R.E. Miller Tree Service	Crane Rental- St Lights Allen/ Los Robles	12/18/2015	85632	330.00	
101-48-4376-0000	Consolidated Electrical Distributors	Low Voltage Overhangs Supplies	12/08/2015	85525	321.01	
101-48-4376-0000	Samayoa's Mobile Car Wash	Car Wash Nov 2015	12/08/2015	0	300.00	
101-48-4376-0000	U.S. Bank	Joes USA- Sandbag - Emergency	12/15/2015	85583	259.15	
394-48-4600-9000	Consolidated Electrical Distributors	St Light Conversion	12/18/2015	85610	250.61	
101-48-4376-0000	George L Throop Co	Concrete	12/08/2015	85533	241.44	
101-48-4376-0000	George L Throop Co	Concrete	12/08/2015	85533	215.28	
101-48-4150-0000	L.A. Co. Dept of Public Works	Signal Maintenance Sept 2015	12/08/2015	85537	212.77	
101-48-4316-0000	U.S. Bank	Harbor Freight - Chains for Asphalt Roller	12/15/2015	85583	195.57	
101-48-4376-0000	George L Throop Co	Concrete	12/08/2015	85533	183.94	
101-48-4376-0000	Ganahl Lumber Company	El Nino Supplies	12/18/2015	85615	168.86	
394-48-4600-9000	Consolidated Electrical Distributors	Fuse Holder Overhang	12/18/2015	85610	165.14	
394-48-4600-9000	Consolidated Electrical Distributors	St Light Conversion	12/18/2015	85610	165.14	
101-48-4376-0000	Traffic Management Incorporated	Council Member Signs	12/08/2015	0	153.91	
394-48-4600-9000	Consolidated Electrical Distributors	St Light Conversion	12/18/2015	85610	147.08	
204-48-4600-0100	RKA Consulting Group	Labor Compliance	12/08/2015	0	113.75	
101-48-4376-0000	Consolidated Electrical Distributors	Low Voltage Overhangs Supplies	12/08/2015	85525	89.30	
101-48-4376-0000	Underground Service Alert/SC	Dig Alerts Nov 2015	12/08/2015	0	84.00	
101-48-4500-9025	Verizon Wireless	Ipad D. Mendez & D.Werner 10/24/15-11/23/15	12/08/2015	85575	76.02	
394-48-4600-9000	Consolidated Electrical Distributors	St Light Conversion	12/18/2015	85610	57.07	
101-48-4376-0000	U.S. Bank	Starbuck- Coffee Circle Drive Bridge Dedication	12/15/2015	85583	51.60	
394-48-4600-9000	Consolidated Electrical Distributors	St Light Conversion	12/18/2015	85610	51.12	
101-48-4376-0000	U.S. Bank	Personnel Concept - Complaint Board- Breakroom	12/15/2015	85583	49.44	
101-48-4500-1980	Southern California Edison	Electrical Service Nov 2015	12/18/2015	85636	45.00	
101-48-4376-0000	Ganahl Lumber Company	Concrete	12/18/2015	85615	35.73	
394-48-4600-9000	Walters Wholesale Electric Co	Low Voltage Overhang	12/18/2015	85647	14.58	
					374,589.66	51,731.34

Account	Vendor	Description	Date	Chec k	Amount	Prior
Park Accounts						
394-50-4600-3350	E.C. Construction Inc	Progress Payment #3	12/08/2015	0	139,388.22	
101-50-4500-9460	California American Water	Water Service Oct- Nov 2015	12/08/2015	85520	3,458.54	
394-50-4600-7150	Dennis Lykins	Rose Arbor Project	12/08/2015	85543	2,190.00	
101-50-4376-0000	U.S. Bank	Whitier Fertilizer -Seed	12/15/2015	85583	742.50	
101-50-4404-0000	Norman's Nursery Inc	Trees	12/08/2015	85548	718.26	
101-50-4206-0000	Arroyo Plumbing Inc	Cleaned Out Sewer Line	12/08/2015	85512	660.00	
101-50-4376-0000	U.S. Bank	Arroyo Plumbing - Plumbing Repair Park Office	12/15/2015	85583	440.83	
101-50-4452-0000	U.S. Bank	Home Depot- Tools - Lacy Park Loop	12/15/2015	85583	325.91	
101-50-4404-0000	San Gabriel Nursery & Florist	Tree	12/08/2015	85560	305.18	
101-50-4376-0000	U.S. Bank	Whitier Fertilizer - Top Soil	12/15/2015	85583	125.40	
101-50-4376-0000	U.S. Bank	Whitier Fertilizer -Seed	12/15/2015	85583	104.50	
101-50-4376-0000	U.S. Bank	Whitier Fertilizer - Fertilizer	12/15/2015	85583	99.00	
101-50-4376-0000	U.S. Bank	Whitier Fertilizer - Fertilizer	12/15/2015	85583	99.00	
101-50-4376-0000	U.S. Bank	Whitier Fertilizer - Top Soil	12/15/2015	85583	99.00	
101-50-4376-0000	U.S. Bank	Whitier Fertilizer -Top Soil	12/15/2015	85583	99.00	
101-50-4376-0000	U.S. Bank	Pacific Indust- Bolt for Park Fountains	12/15/2015	85583	95.14	
101-50-4500-9025	Time Warner Cable	Cable Internet Service 11/25/15-12/14/15	12/08/2015	85568	89.95	
101-50-4500-9460	California American Water	Water Service Oct- Nov 2015	12/18/2015	85602	46.41	
101-50-4376-0000	U.S. Bank	Pesticide Applicator - PAPA Applicator	12/15/2015	85583	45.00	
101-50-4500-9025	AT&T	Phone Service Oct - Nov 2015	12/18/2015	85598	39.29	
101-50-4376-0000	U.S. Bank	Home Depot - Park Supplies	12/15/2015	85583	39.26	
101-50-4500-4950	The Gas Company	Natural Gas Service Oct- Nov 2015	12/08/2015	85567	30.59	
101-50-4376-0000	Remington Water	Drink Water Service Dec 2015	12/08/2015	85556	30.00	
					<u>149,270.98</u>	<u>5,887.57</u>
Grounds Accounts						
101-52-4500-9460	California American Water	Water Service Oct- Nov 2015	12/08/2015	85520	3,325.33	
101-52-4150-0000	ValleyCrest Landscape Maintenance	Median Landscape Maintenance	12/18/2015	85644	2,699.00	
101-52-4500-9460	California American Water	Water Service Oct- Nov 2015	12/18/2015	85602	1,874.78	
101-52-4150-0000	Steven A. Ormenyi & Associates	Landscape Architectural Service	12/18/2015	85639	1,500.00	
101-52-4404-0000	San Gabriel Nursery & Florist	Library Ground Cover	12/18/2015	85637	242.78	
101-52-4404-0000	San Gabriel Nursery & Florist	Bedding	12/08/2015	85560	123.26	
101-52-4376-0000	U.S. Bank	Home Depot- Sprinkler Container for Huntington	12/15/2015	85583	117.43	
101-52-4316-0000	Garvey Equipment Company	Brake Cable/ Blade	12/18/2015	0	108.59	
101-52-4500-9460	City of Alhambra Utilities Dept	Water Service 9/30/15-11/24/15	12/18/2015	85608	58.29	
101-52-4150-0000	Aquatech Backflow Services Inc	Back Flow Test	12/18/2015	0	50.00	
101-52-4500-9025	Verizon Wireless	Ipad J.Santiallan 10/24/15-11/23/15	12/08/2015	85575	38.01	
101-52-4376-0000	Ganahl Lumber Company	Goof Off Remover	12/08/2015	85532	14.15	
					<u>10,151.62</u>	<u>53,164.99</u>
Recreation Administration Accounts						
101-60-4206-0000	D H Maintenance Services	Janitorial Service November 2015	12/08/2015	85527	1,557.75	
101-60-4150-0000	SLK.US Inc	Cloud Service Dec 2015	12/08/2015	0	1,498.50	
101-60-4500-1980	Southern California Edison	Electrical Service Oct-Nov 2015	12/08/2015	85559	1,434.36	
101-60-4150-0000	Kris Sanders	Gentle Yoga for Senior 9/8/15-12/1/15	12/18/2015	85634	585.00	
101-60-4376-0000	Office Depot	Office Supplies	12/08/2015	85549	571.37	
101-60-4468-0000	U.S. Bank	CPRS - Conference	12/15/2015	85583	395.00	
101-60-4468-0000	U.S. Bank	CPRS- Membership Conference	12/15/2015	85583	395.00	
101-60-4206-0000	Priority Communications Inc	Relocate Phone Lines	12/18/2015	0	375.00	
101-60-4500-9025	Time Warner Cable	Cable Internet Service 12/11/15-12/31/15	12/08/2015	85568	354.99	
101-60-4500-9460	California American Water	Water Service Oct- Nov 2015	12/18/2015	85602	339.87	
101-60-4500-4950	The Gas Company	Natural Gas Service Oct- Nov 2015	12/08/2015	85567	253.17	
101-60-4468-0000	U.S. Bank	American Red Cross - CPR Training	12/15/2015	85583	250.00	
101-60-4150-0000	Victor Alcalá	Quality of Life Instructor- 11/12/15-12/10/15	12/18/2015	85594	220.00	
101-60-4324-0000	Southwest Mobile Storage Inc	Stoneman Bin-12/1/15-12/28/15	12/18/2015	0	176.40	
101-60-4396-0000	U.S. Bank	CPRS- Membership Dues	12/15/2015	85583	150.00	
101-60-4206-0000	Total Exterminating Inc	Extermination Dec 2015	12/08/2015	0	145.00	
101-60-4508-0000	Voyager Fleet Systems Inc	Gasoline 10/24/15-11/23/15	12/08/2015	85577	140.01	

Account	Vendor	Description	Date	Chec k	Amount	Prior
101-60-4376-0000	U.S. Bank	Target- Emergency Supplies	12/15/2015	85583	105.01	
101-60-4508-0000	Samayoa's Mobile Car Wash	Car Wash Nov 2015	12/08/2015	0	75.00	
101-60-4376-0000	U.S. Bank	Red Cross Store- Emergency Supplies	12/15/2015	85583	70.58	
101-60-4150-0000	SLK.US Inc	Sand Disk-S.Cobb Computer	12/08/2015	0	67.58	
101-60-4206-0000	U.S. Bank	Home Depot - Stoneman Repair	12/15/2015	85583	57.13	
101-60-4376-0000	Capital One Commercial	Supplies	12/18/2015	85603	56.84	
101-60-4398-0000	Petty Cash	Mileage	12/18/2015	85604	34.52	
101-60-4500-9460	AT&T Long Distance	Long Distance Phone Service 10/9/15-11/8/15	12/08/2015	85515	33.72	
101-60-4376-0000	U.S. Bank	Ralphs - Staff Meeting	12/15/2015	85583	31.97	
101-60-4150-0000	Remington Water	Drink Water Service Dec 2015	12/08/2015	85556	30.00	
101-60-4376-0000	U.S. Bank	Red Cross Store- Emergency Supplies	12/15/2015	85583	27.31	
101-60-4376-0000	U.S. Bank	Alice Computer Works Apple Lightning USB Cable	12/15/2015	85583	21.79	
101-60-4206-0000	U.S. Bank	Arnold Hardware - Doorstops (Stoneman)	12/15/2015	85583	19.52	
101-60-4206-0000	U.S. Bank	Home Depot- Paint	12/15/2015	85583	18.84	
101-60-4206-0000	U.S. Bank	Target- Cleaning Supplies	12/15/2015	85583	16.21	
101-60-4150-0000	U.S. Bank	Play n Plug - Billing Oct 2015	12/15/2015	85583	15.00	
101-60-4376-0000	U.S. Bank	Starbuck - Coffee Staff Meeting	12/15/2015	85583	14.95	
101-60-4420-0000	U.S. Bank	CalourBox- Downloads	12/15/2015	85583	12.50	
101-60-4206-0000	U.S. Bank	Arnold Hardware - Doorstops (Stoneman)	12/15/2015	85583	8.68	
101-60-4206-0000	U.S. Bank	Ralphs- Light Bulbs Stoneman	12/15/2015	85583	7.62	
101-60-4376-0000	U.S. Bank	Target - Supplies	12/15/2015	85583	7.49	
101-60-4500-9025	AT&T	Phone Service - Oct - Nov 2015	12/08/2015	85514	4.22	
101-60-4376-0000	Petty Cash	Coffee Mate Creamer	12/18/2015	85604	3.41	
101-60-4508-0000	Voyager Fleet Systems Inc	Taxes Adjustment 10/24/15-11/23/15	12/08/2015	85577	-7.64	
					<u>9,573.67</u>	<u>9,421.37</u>
Aquatics Accounts						
101-62-4102-0000	Heather Jo Ann Pearson	Tsunami Instructor Dec 2015	12/18/2015	0	6,050.10	
101-62-4324-0000	San Marino School District	Pool Rental Dec 2015	12/08/2015	85563	1,800.00	
					<u>7,850.10</u>	<u>10,476.00</u>
101-64-4102-0000	Assist Athletics LLC	Contract Classes 9/1/15-12/31/15	12/08/2015	85513	7,852.80	
101-64-4102-0000	Kaye Ogita	Contract Classes 9/1/15-12/31/15	12/08/2015	85550	5,600.00	
101-64-4102-0000	Samuel Jie Guo	Contract Classes 9/1/15-12/31/15	12/08/2015	0	4,235.00	
101-64-4102-0000	Bricks 4 Kidz	Contract Classes 9/1/15-12/31/15	12/08/2015	85518	4,231.50	
101-64-4102-0000	Parker-Anderson Learning Centers LLC	Contract Classes 9/1/15-12/31/15	12/08/2015	85552	3,088.80	
101-64-4102-0000	Reading Town	Contract Classes 9/1/15-12/31/15	12/08/2015	85555	2,527.20	
101-64-4102-0000	Alexia Reiman	Contract Classes 9/1/15-12/31/15	12/08/2015	0	2,111.20	
101-64-4102-0000	Johnny W Lee	Contract Classes 9/1/15-12/31/15	12/08/2015	85539	1,825.20	
101-64-4102-0000	Chess Masters Inc	Contract Classes 9/1/15-12/31/15	12/08/2015	0	1,547.00	
101-64-4102-0000	Nancy Yung	Contract Class 9/1/15-12/31/15	12/08/2015	0	1,313.90	
101-64-4102-0000	Hong-Yi Hiroki Ralpho Hon	Contract Classes 9/1/15-12/31/15	12/08/2015	85535	1,222.90	
101-64-4102-0000	Sheila Yonemoto	Contract Classes 9/1/15-12/31/15	12/08/2015	85582	1,193.40	
101-64-4102-0000	Swords Fencing Studio	Contract Class 9/1/15-12/31/15	12/08/2015	85566	1,089.20	
101-64-4102-0000	Nelson N Lee	Contract Classes 9/1/15-12/31/15	12/08/2015	0	939.90	
101-64-4102-0000	Jason Stan Blair	Contract Classes 9/1/15-12/31/15	12/08/2015	85517	730.60	
101-64-4102-0000	Charter Oak Gymnastics	Contract Classes 9/1/15-12/31/15	12/08/2015	85499	728.00	
101-64-4102-0000	María Zeledon	Contract Classes 9/1/15-12/31/15	12/08/2015	0	672.00	
101-64-4102-0000	Vivien Lane	Contract Classes 9/1/15-12/31/15	12/08/2015	85538	656.60	
101-64-4102-0000	Brit-West Soccer	Contract Classes 9/1/15-12/31/15	12/08/2015	0	416.15	
101-64-4102-0000	Arnoldo Urena	Contract Classes 9/1/15-12/31/15	12/08/2015	85574	409.50	
101-64-4150-0000	Marie Nimmrich	Bridge Instructor 11/1/15-11/30/15	12/08/2015	0	400.00	
101-64-4102-0000	Pasadena Ice Skating Center	Contract Classes 9/1/15-12/31/15	12/08/2015	85553	360.00	
101-64-4150-0000	Robert Wang	Bridge Instructor 11/1/15-11/30/15	12/18/2015	85648	150.00	
101-64-4102-0000	Women's World Fitness Center	Contract Classes 9/1/15-12/31/15	12/08/2015	0	115.20	
101-64-4150-0000	Marie Nimmrich	Bridge Wednesday Games	12/08/2015	0	100.00	
101-64-4376-0000	Ruby Davis	Reimbursement For Bridge Holiday Party	12/08/2015	85497	100.00	
101-64-4150-0000	Marie Nimmrich	Reimbursement to ACBL	12/08/2015	0	86.50	

Account	Vendor	Description	Date	Chec k	Amount	Prior
101-64-4376-0000	U.S. Bank	Ralphs - Supplies	12/15/2015	85583	9.79	
					<u>43,712.34</u>	<u>954.42</u>
Special Events Accounts						
101-66-4150-0003	County of Los Angeles	Snow Days Health Permit	12/18/2015	85609	311.00	
101-66-4376-0003	U.S. Bank	Precision Dynamics- Snowday Wristbands	12/15/2015	85583	97.63	
101-66-4376-0000	U.S. Bank	Amazon-Special Events Linens	12/15/2015	85583	78.42	
101-66-4376-0000	U.S. Bank	Ralphs - Veteran Day Event	12/15/2015	85583	36.91	
101-66-4376-0000	U.S. Bank	Amazon- Special Event Linens	12/15/2015	85583	35.43	
					<u>559.39</u>	<u>0.00</u>
Senior Trips Accounts						
101-68-4486-0000	Main Street Tours Inc	Senior Trip 11/10/15	12/18/2015	85627	1,075.00	
101-68-4376-0000	Petty Cash	Senior Trip Bus Driver Tip	12/18/2015	85604	50.00	
					<u>1,125.00</u>	<u>4,356.95</u>
Daycare Accounts						
207-70-4208-0000	Student Transportation of America	Daycare Bus Nov 2015	12/08/2015	0	6,318.00	
101-70-4376-0000	Capital One Commercial	Supplies	12/18/2015	85603	220.66	
101-70-4376-0000	U.S. Bank	Tony Pizza - Day Care	12/15/2015	85583	62.13	
101-70-4376-0000	U.S. Bank	Ralphs Daycare Party	12/15/2015	85583	48.96	
101-70-4376-0000	Petty Cash	Daycare Holiday Party	12/18/2015	85604	43.38	
101-70-4376-0000	U.S. Bank	Target - Supplies	12/15/2015	85583	37.78	
101-70-4376-0000	U.S. Bank	Micheals- Halloween Arts & Crafts	12/15/2015	85583	35.78	
101-70-4376-0000	U.S. Bank	Smart n Final- Supplies	12/15/2015	85583	32.44	
101-70-4376-0000	U.S. Bank	Smart n Final - Daycare Party	12/15/2015	85583	31.35	
101-70-4500-9025	U.S. Bank	Vesta TMobile - Minutes to 626 354-1405	12/15/2015	85583	25.00	
101-70-4500-9025	U.S. Bank	Vesta TMobile - Minutes to 626 236-0016	12/15/2015	85583	25.00	
101-70-4376-0000	U.S. Bank	Amazon- Chalk for Daycare	12/15/2015	85583	20.70	
101-70-4500-9025	U.S. Bank	Vesta TMobile - Minutes to 626 354-1405	12/15/2015	85583	10.00	
101-70-4500-9025	U.S. Bank	Vesta TMobile - Minutes to 626 236-0016	12/15/2015	85583	10.00	
101-70-4376-0000	U.S. Bank	Party City Halloween Decorations	12/15/2015	85583	8.71	
					<u>6,929.89</u>	<u>7,757.69</u>
Daycamp Accounts						
101-72-4102-0000	Tom Sawyer Camps Inc	Late Pick up Fees	12/08/2015	85570	49.00	228.00
Preschool Accounts						
281-74-4376-0000	U.S. Bank	Toysrus - Outdoor Cars	12/15/2015	85583	294.23	
101-74-4376-0000	U.S. Bank	Target- Preschool Supplies	12/15/2015	85583	130.78	
101-74-4376-0000	U.S. Bank	Michaels - Amazing Art	12/15/2015	85583	94.13	
101-74-4376-0000	U.S. Bank	Lakeshore Learning- Art Supplies	12/15/2015	85583	92.10	
101-74-4376-0000	U.S. Bank	Oriental Trading- Art Supplies	12/15/2015	85583	63.82	
101-74-4376-0000	Capital One Commercial	Supplies	12/18/2015	85603	57.93	
101-74-4376-0000	U.S. Bank	Smart n Final- Preschool Supplies	12/15/2015	85583	51.73	
101-74-4376-0000	U.S. Bank	Ralphs- Little Chef Supplies	12/15/2015	85583	32.94	
101-74-4376-0000	U.S. Bank	Micheals- Art Supplies	12/15/2015	85583	29.92	
101-74-4376-0000	U.S. Bank	Ralphs - Little Chefs Supplies	12/15/2015	85583	28.63	
101-74-4376-0000	U.S. Bank	Oriental Trading- Little Chef's	12/15/2015	85583	27.73	
101-74-4376-0000	U.S. Bank	Ralphs - Little Chefs	12/15/2015	85583	24.66	
101-74-4376-0000	Petty Cash	Preschool Field Trip	12/18/2015	85604	22.00	
101-74-4376-0000	U.S. Bank	Ralphs- Cooking Supplies	12/15/2015	85583	19.41	
101-74-4376-0000	U.S. Bank	Hobby Lobby - Tissue Paper for Art	12/15/2015	85583	3.22	
101-74-4376-0000	San Marino School District	Lamination	12/08/2015	85563	1.58	
101-74-4376-0000	U.S. Bank	Target - Credit Preschool Supplies	12/15/2015	85583	-130.78	
					<u>844.03</u>	<u>596.95</u>

Account	Vendor	Description	Date	Chec k	Amount	Prior
San Marino Center Accounts						
105-82-4500-1980	Southern California Edison	Electrical Service Oct-Nov 2015	12/08/2015	85559	846.37	
105-82-4206-0000	D H Maintenance Services	Janitorial Service November 2015	12/08/2015	85527	678.37	
105-82-4206-0000	Total Exterminating Inc	Monthly Extermination Dec 2015	12/18/2015	0	125.00	
105-82-4206-0000	SDS Security Design Systems	Alarm Service L85-280 Dec 2015	12/18/2015	85635	84.00	
105-82-4500-4950	The Gas Company	Natural Gas Service Oct- Nov 2015	12/08/2015	85567	75.98	
105-82-4500-9460	California American Water	Water Service Oct- Nov 2015	12/18/2015	85602	60.72	
105-82-4150-0000	Remington Water	Drink Water Service Dec 2015	12/08/2015	85556	30.00	
105-82-4206-0000	SDS Security Design Systems	Alarm Service L84-125 Dec 2015	12/18/2015	85635	30.00	
105-82-4206-0000	U.S. Bank	Amazon-Cord for Microphone SMC	12/15/2015	85583	18.52	
105-82-4500-9025	AT&T	Phone Service - Oct - Nov 2015	12/08/2015	85514	12.14	
					<u>1,961.10</u>	<u>1,292.96</u>
Thurnher House Accounts						
206-84-4206-0000	D H Maintenance Services	Janitorial Service November 2015	12/08/2015	85527	201.00	
206-84-4206-0000	SDS Security Design Systems	Alarm Service L85-281 Dec 2015	12/18/2015	85635	42.00	
206-84-4500-4950	The Gas Company	Natural Gas Service Oct- Nov 2015	12/08/2015	85567	27.48	
					<u>270.48</u>	<u>316.71</u>
Library Administration Accounts						
101-90-4500-1980	Southern California Edison	Electrical Service Oct-Nov 2015	12/08/2015	85559	4,188.49	
101-90-4150-0000	SLK.US Inc	Cloud Service Dec 2015	12/08/2015	0	3,996.00	
101-90-4206-0000	D H Maintenance Services	Janitorial Service November 2015	12/08/2015	85527	2,366.78	
101-90-4206-0000	Empire Cleaning Supply	Paper Towels	12/18/2015	0	728.45	
101-90-4412-0000	U.S. Bank	USPS- Postage	12/15/2015	85583	717.20	
101-90-4150-0000	SLK.US Inc	Tech Soup License Renewal	12/08/2015	0	600.00	
101-90-4150-0000	AT&T	CNIEC - Oct - Nov 2015	12/08/2015	85514	525.11	
101-90-4316-0000	U.S. Bank	American Servco - Repair Copier	12/15/2015	85583	379.05	
101-90-4500-4950	The Gas Company	Natural Gas Service Oct- Nov 2015	12/08/2015	85567	358.06	
101-90-4399-0000	Xerox	Copier Lease 10/21/15-11/24/15	12/08/2015	85580	308.47	
101-90-4206-0000	Empire Cleaning Supply	Restroom Supplies	12/08/2015	0	248.30	
101-90-4500-9025	AT&T	Phone Service - Oct - Nov 2015	12/08/2015	85514	197.34	
101-90-4500-9025	Time Warner Cable	Cable Internet Service 12/2/12-1/1/16	12/08/2015	85568	138.95	
101-90-4206-0000	Total Exterminating Inc	Extermination Dec 2015	12/08/2015	0	125.00	
101-90-4376-0000	Office Depot	Supplies	12/08/2015	85549	115.13	
101-90-4396-0000	San Marino City Club	Membership Irene McDermott	12/08/2015	85562	115.00	
101-90-4376-0000	Office Depot	Supplies	12/08/2015	85549	114.29	
101-90-4376-0000	U.S. Bank	Staples - Sign Holders	12/15/2015	85583	41.88	
101-90-4376-0000	U.S. Bank	Alice Computerworks- VGA Cable	12/15/2015	85583	16.34	
					<u>15,279.84</u>	<u>11,550.67</u>
Adult Services Accounts						
101-91-4370-0335	Ingram Library Services	Adult Materials	12/08/2015	0	1,291.90	
101-91-4370-8585	World Book Inc	Reference Books - Adults	12/08/2015	85579	1,088.91	
101-91-4370-0335	Ingram Library Services	Adult Materials	12/08/2015	0	347.58	
101-91-4370-1496	U.S. Bank	Amazon- DVD Rent	12/15/2015	85583	261.64	
281-91-4370-0000	U.S. Bank	Amazon- Fol Text	12/15/2015	85583	236.68	
101-91-4370-0335	Ingram Library Services	Adult Books	12/18/2015	0	208.17	
101-91-4370-0335	U.S. Bank	Amazon- Free DVD	12/15/2015	85583	171.54	
281-91-4370-0000	U.S. Bank	Amazon- Fol Text	12/15/2015	85583	138.95	
101-91-4370-0335	U.S. Bank	Amazon- CD	12/15/2015	85583	137.31	
101-91-4370-0335	Ingram Library Services	Adult Materials	12/18/2015	0	128.33	
101-91-4370-8585	CCH Incorporated	Reference Book	12/08/2015	85523	123.33	
281-91-4370-0000	U.S. Bank	Amazon- Fol Text	12/15/2015	85583	110.86	
101-91-4370-0335	U.S. Bank	Amazon CD	12/15/2015	85583	108.71	
281-91-4370-0000	U.S. Bank	Amazon- Fol Text	12/15/2015	85583	103.99	
101-91-4370-0335	U.S. Bank	Amazon- DVD	12/15/2015	85583	101.33	
281-91-4370-0000	U.S. Bank	Amazon- Fol Text	12/15/2015	85583	98.99	
281-91-4370-0000	U.S. Bank	Amazon- Fol Text	12/15/2015	85583	94.08	

Account	Vendor	Description	Date	Chec k	Amount	Prior
101-91-4370-0335	Ingram Library Services	Adult Books	12/08/2015	0	89.49	
281-91-4370-0000	U.S. Bank	Amazon- Fol Text	12/15/2015	85583	88.97	
101-91-4370-0335	Ingram Library Services	Adult Books	12/18/2015	0	80.11	
281-91-4370-0000	U.S. Bank	Amazon- Fol Text	12/15/2015	85583	75.98	
101-91-4370-0335	Ingram Library Services	Adult Materials	12/08/2015	0	74.32	
281-91-4370-0000	U.S. Bank	Amazon- Fol Text	12/15/2015	85583	66.99	
281-91-4370-0000	U.S. Bank	Amazon- Fol Text	12/15/2015	85583	64.87	
281-91-4376-2575	U.S. Bank	Tony Pizza - Interview Lunch	12/15/2015	85583	64.77	
101-91-4370-0335	U.S. Bank	Amazon- DVD	12/15/2015	85583	54.14	
101-91-4370-1496	U.S. Bank	Amazon- DVD Rent	12/15/2015	85583	49.79	
101-91-4370-1496	U.S. Bank	Amazon-DVD Rent	12/15/2015	85583	37.95	
281-91-4370-0000	U.S. Bank	Amazon- Fol Text	12/15/2015	85583	33.99	
281-91-4376-2575	U.S. Bank	Vons- Program Treats	12/15/2015	85583	27.47	
281-91-4376-2575	U.S. Bank	Smart n Final - Program Treats	12/15/2015	85583	24.08	
101-91-4370-0335	U.S. Bank	Amazon- Free DVD	12/15/2015	85583	21.78	
101-91-4370-0335	U.S. Bank	Amazon- Text	12/15/2015	85583	20.94	
281-91-4370-0000	Baker & Taylor	Adult Book	12/08/2015	85516	18.29	
101-91-4370-0335	U.S. Bank	Amazon- DVD	12/15/2015	85583	17.43	
101-91-4370-1496	U.S. Bank	Amazon- DVD Rent	12/15/2015	85583	16.34	
101-91-4370-1496	U.S. Bank	Amazon- Rent DVD	12/15/2015	85583	16.31	
101-91-4370-0335	U.S. Bank	Amazon CD	12/15/2015	85583	15.99	
281-91-4376-2575	U.S. Bank	Starbucks - Program Treats	12/15/2015	85583	14.95	
101-91-4370-0335	U.S. Bank	Amazon- CD	12/15/2015	85583	13.67	
101-91-4370-1496	U.S. Bank	Amazon- Rent DVD	12/15/2015	85583	11.97	
281-91-4376-2575	U.S. Bank	99Cent Adult Supplies	12/15/2015	85583	10.00	
101-91-4370-0335	Ingram Library Services	Adult Book	12/08/2015	0	9.80	
281-91-4376-2575	U.S. Bank	Vons - Program Treats	12/15/2015	85583	5.00	
101-91-4370-0335	U.S. Bank	Amazon- Credit CD	12/15/2015	85583	-0.02	
101-91-4370-0335	U.S. Bank	Amazon- CD	12/15/2015	85583	-0.02	
101-91-4370-1496	U.S. Bank	Amazon- DVD Rent	12/15/2015	85583	-0.04	
101-91-4370-1496	U.S. Bank	Amazon- DVD Rent	12/15/2015	85583	-3.82	
101-91-4370-0335	U.S. Bank	Amazon- DVD	12/15/2015	85583	-5.45	
					<u>5,768.34</u>	<u>11,399.97</u>
Childrens' Services Accounts						
281-92-4370-2575	World Book Inc	Reference Books -Children	12/08/2015	85579	1,088.91	
281-92-4370-2575	Ingram Library Services	Childrens Books	12/08/2015	0	402.91	
281-92-4370-2575	Grey House Publishing	Reference Book	12/18/2015	85617	307.50	
281-92-4370-2575	Ingram Library Services	Childrens Book	12/18/2015	0	278.00	
281-92-4370-2575	Ingram Library Services	Childrens Book	12/18/2015	0	163.95	
281-92-4370-2575	Baker & Taylor	Childrens Books	12/18/2015	85601	139.45	
281-92-4370-2575	U.S. Bank	Amazon- CD	12/15/2015	85583	83.95	
281-92-4376-2575	U.S. Bank	Vons B& G Supplies	12/15/2015	85583	77.19	
281-92-4370-2575	Ingram Library Services	Chikdrens Book	12/08/2015	0	69.77	
281-92-4370-2575	Ingram Library Services	Childrens Books	12/08/2015	0	59.16	
281-92-4370-2575	Ingram Library Services	Childrens Book	12/18/2015	0	46.15	
281-92-4376-2575	U.S. Bank	99Cent B& G Supplies	12/15/2015	85583	42.51	
281-92-4376-2575	U.S. Bank	Walmart B& G Supplies	12/15/2015	85583	32.70	
281-92-4376-2575	U.S. Bank	Dollartree- B& G Supplies	12/15/2015	85583	24.94	
281-92-4376-2575	U.S. Bank	Tonys Pizza B& G Supplies	12/15/2015	85583	16.70	
281-92-4370-2575	U.S. Bank	Amazon- CD	12/15/2015	85583	16.31	
281-92-4376-2575	U.S. Bank	Pizza Hut - B& G Supplies	12/15/2015	85583	13.07	
281-92-4376-2575	U.S. Bank	Papa Johns- B& G Supplies	12/15/2015	85583	11.98	
281-92-4376-2575	U.S. Bank	Ralphs - B& G Supplies	12/15/2015	85583	7.97	
281-92-4376-2575	U.S. Bank	Vons B& G Supplies	12/15/2015	85583	5.86	
281-92-4376-2575	U.S. Bank	Little Ceasars - B& G Supplies	12/15/2015	85583	5.45	
281-92-4376-2575	U.S. Bank	Dollartree- B& G Supplies	12/15/2015	85583	3.27	
					<u>2,897.70</u>	<u>2,502.15</u>

Account	Vendor	Description	Date	Check	Amount	Prior
Processing Accounts						
101-93-4150-0000	OCLC Inc	Online Cataloging	12/18/2015	85628	<u>167.06</u>	<u>466.51</u>
Old Mill Accounts						
101-95-4150-0000	Old Mill Foundation	Maintenance & Operation for Dec 2015	12/22/2015	85649	<u>4,166.67</u>	<u>4,596.67</u>
					<u>1,287,697.71</u>	<u>663,932.63</u>

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: MARINA WANG, CITY TREASURER

BY: LISA BAILEY, FINANCE DIRECTOR

DATE: JANUARY 13, 2016

SUBJECT: **TREASURER'S REPORT FOR THE MONTH OF NOVEMBER, 2015**

Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

Dr. Steven W. Huang, Council Member

Steve Talt, Council Member

Richard Ward, Council Member

BACKGROUND

The California Government Code requires that the Treasurer render a report to the City Council within 30 days of the end of each quarter which lists the City's investments and moneys held by the City. The report must state compliance with the City's Investment Policy or the manner in which it is not in compliance. It must also state the ability of the City to meet its expenditure requirements for the next six months, or provide an explanation of why sufficient funds will or may not be available.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends the Council accept and file the Treasurer's Report for the period ending November 30, 2015. If Council concurs, the appropriate action would be:

"A motion to accept and file the Treasurer's Report for the period ending November 30, 2015."

Attachments: November, 2015 Treasurer's Report and PMIA Market Valuation

**City of San Marino Treasurer's Report
November, 2015**

Deposit/Investment Type	Bank/Issuer	Maturity	Par Value	Book Value	Market Value**	Yield to First Call	Yield to Maturity
Cash on Hand*							
Petty Cash & Cash Drawer	City Hall		400	400.00	400.00		
Petty Cash	Fire Department		300	300.00	300.00		
Petty Cash & Cash Drawer	Recreation Department		400	400.00	400.00		
Petty Cash & Cash Drawer	Library		300	300.00	300.00		
Petty Cash & Cash Drawer	Public Works		550	550.00	550.00		
Petty Cash	Police Department		400	400.00	400.00		
		0.02%	2,350.00	2,350.00	2,350.00		
Cash in Bank							
Main Account	Citizens' Business Bank		336531.93	336,531.93	336,531.93		
Payroll Account	Citizens' Business Bank		3584.49	3,584.49	3,584.49		
Workers' Compensation Account	Citizens' Business Bank		6645.11	6,645.11	6,645.11		
Investment Interest Account	US Bank		16823.87	16,823.87	16,823.87		
		2.68%	363,585.40	363,585.40	363,585.40		
Investments							
Pooled Funds	State of California Local Agency Investment Fund (LAIF)	27.65%	3,750,324.44	3,750,324.44	3,752,664.66		0.374%
CDs							
US Bank Safekeeping	Beal Bank USA NV CUSIP #0737DWCF1 (FDIC #57833)	12/09/15	248,000	248,000	248,098		0.70%
US Bank Safekeeping	GE Capital Bank CUSIP #36160YW76 (FDIC #3377B)	01/19/16	248,000	248,005	248,361		0.90%
US Bank Safekeeping	Oriental Bank & TR CUSIP #686184TF9 (FDIC #31469)	04/29/16	248,000	248,000	248,037		0.65%
US Bank Safekeeping	American Express Centurion Bk CUSIP #02587DMT2 (FDIC #27471)	05/02/16	248,000	248,000	248,568		0.70%
US Bank Safekeeping	Scolliabank DE P R San Juan CUSIP #80928E-JE-1 (FDIC #22946)	06/27/16	248,000	248,000	218,559		0.75%
US Bank Safekeeping	Bank Baroda New York, NY CUSIP #06062A-AX-7 (FDIC #33681)	11/29/16	248,000	248,000	Not Available		1.10%
US Bank Safekeeping	CIT Bank Salt Lake City UT CUSIP #1729CBY9 (FDIC #35575)	04/17/17	248,000	248,000	Not Available		1.00%
US Bank Safekeeping	Mercanti Commercebank Primary CUSIP #58733ABBA (FDIC #22953)	06/05/17	248,000	248,000	Not Available		1.05%
US Bank Safekeeping	Bryn Mawr Trust Co. CUSIP #117673BH5 (FDIC#11866)	06/13/17	248,000	248,000	Not Available		0.95%
US Bank Safekeeping	Ally Bank, UT CUSIP #02006LMNO (FDIC #57803)	12/04/17	248,000	248,000	Not Available		1.55%
US Bank Safekeeping	Flushing Bank CUSIP #34387ABB4 (FDIC #58664)	12/12/17	248,000	248,000	Not Available		1.30%
US Bank Safekeeping	Ulster Savings Bank CUSIP #90386JAC7 (FDIC #15970)	04/10/18	249,000	249,000	Not Available		1.45%
US Bank Safekeeping	Discover Bank CUSIP 254671MS6 (FDIC #5649)	04/17/18	248,000	248,000	Not Available		1.15%
US Bank Safekeeping	Barclay's Bank Del Wilmington Stp CUSIP #06740AZB8 (FDIC #57203)	04/30/18	248,000	248,000	Not Available		1.06% ****
US Bank Safekeeping	Union Bank, NA CUSIP #90521ANG9 (FDIC #22826)	07/16/18	248,000	248,000	Not Available		1.60% *****
US Bank Safekeeping	State Bank of India, NY CUSIP #856284M68 (FDIC #33682)	07/30/18	247,000	247,000	Not Available		2.00%
US Bank Safekeeping	Celtic Bank CUSIP #15118RJG3 (FDIC #57056)	09/06/18	248,000	248,000	Not Available		1.50%
US Bank Safekeeping	Synchrony Bank CUSIP #36157QTM9 (FDIC #27314)	12/06/18	248,000	248,000	Not Available		2.00%
US Bank Safekeeping	Bank of Holland Michigan CUSIP #062649ZW1 (FDIC #34862)	03/21/19	249,000	249,000	Not Available		1.60%
US Bank Safekeeping	HSEC US Bank NA CUSIP #40434AHX0 (FDIC #57890)	03/27/19	249,000	249,000	Not Available		1.05% *****
US Bank Safekeeping	Webster Bank CUSIP #94768NJT2 (FDIC #18221)	06/18/19	249,000	249,000	Not Available		1.80%
US Bank Safekeeping	American Express Bank FSB CUSIP #02587CAC4 (FDIC #35328)	07/10/19	248,000	248,000	Not Available		1.95%
US Bank Safekeeping	Sallie Mae Bank CUSIP #795450UK9 (FDIC #58177)	10/29/19	248,000	248,000	Not Available		2.20%
US Bank Safekeeping	Third Federal S & L CUSIP #88413QAW8 (FDIC #30012)	11/25/19	248,000	248,000	Not Available		2.00%
US Bank Safekeeping	Goldman Sachs Bank CUSIP #38146JDU0 (FDIC #33124)	12/03/19	247,000	247,000	Not Available		2.20%
US Bank Safekeeping	JP Morgan Chase Bank CUSIP#48125T2L8 (FDIC#628)-6 mo. Callable	02/27/20	249,000	249,000	Not Available		2.00%
US Bank Safekeeping	BMW Bank of N. America Utah CUSIP #05580ABS2 (FDIC #35141)	05/22/20	248,000	248,000	Not Available		1.95%
World's Formost Bank	World's Formost Bank Lincoln, NE (FDIC #57079)	6/16/2023***	249,000	249,000	Not Available		2.45%
		51.22%	6,948,000	6,948,005	Not Available		1.45% WAY
Notes/Bonds:							
US Bank Safekeeping	FNMA .875 - CUSIP 3135GORT2	12/20/2017	500,000	497,037	498,418	3.378%	1.528%
US Bank Safekeeping	FHLB 4.5 Year-10 Month One Time Callable Agency- CUSIP: 3133822L0	2/21/2019	250,000	245,230	246,421	4.288%	1.600%
US Bank Safekeeping	FFCB 1.630% CUSIP 3133EFCJ4	9/3/2019	500,000	500,000	500,049	1.630%	1.630%
US Bank Safekeeping	FNMA 1.750 Qty. Callable CUSIP 3136G2H34	5/20/2020	500,000	500,000	501,389	1.750%	1.750%
US Bank Safekeeping	FHLMC 2.00% Qty. Callable CUSIP 3134G6V42	6/29/2020	500,000	500,000	500,252	2.000%	2.000%
US Bank Safekeeping	FHLMC 2.00% Qty. Callable CUSIP 3134G7YY1	10/15/2020	250,000	250,000	250,287	2.000%	2.000%
		18.43%	2,500,000	2,492,266	2,496,816	0.429%	WAY
Total Cash & Investments			13,564,259.84	13,556,531.31	Not Available	1.05%	WAY

*Book Value of Cash on Hand includes receipts to be reimbursed.

**The LAIF Market Value is provided quarterly. At 09/30/2015 the valuation factor was 1.000594646%. See attached Market Valuation Report for a description of funds invested in LAIF.

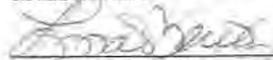
*** Surrenderable with penalty.

**** Callable Bullet Step Up

****Year one = 1.6% Years 2-5 = Three month Libor +45 bps

*****1.05% until 3/17, then LIBOR plus 0.1%, cap 2.85

I hereby certify that this report is in compliance with the City's Investment Policy as adopted by the City Council on June 11, 2014, and that the City has the ability to meet its expenditure requirements for the next six months.


Lisa Bailey, Finance Director


Martina Wang, Treasurer



State of California
Pooled Money Investment Account
Market Valuation
9/30/2015

Description	Carrying Cost Plus		Fair Value	Accrued Interest
	Accrued Interest	Purch. Amortized Cost		
United States Treasury:				
Bills	\$ 12,871,664,593.62	\$ 12,883,160,576.35	\$ 12,891,502,500.00	NA
Notes	\$ 21,753,246,738.90	\$ 21,752,488,853.94	\$ 21,783,297,000.00	\$ 27,448,187.50
Federal Agency:				
SBA	\$ 602,701,636.28	\$ 602,693,367.65	\$ 596,900,482.69	\$ 522,669.38
MBS-REMICs	\$ 80,585,488.85	\$ 80,585,488.85	\$ 86,209,374.07	\$ 382,602.35
Debentures	\$ 1,364,527,837.95	\$ 1,364,526,185.17	\$ 1,365,823,350.00	\$ 1,384,349.30
Debentures FR	\$ -	\$ -	\$ -	\$ -
Discount Notes	\$ 7,086,977,374.95	\$ 7,092,738,013.84	\$ 7,093,404,000.00	NA
GNMA	\$ -	\$ -	\$ -	\$ -
Supranational Debentures	\$ 350,165,819.35	\$ 350,165,819.35	\$ 350,950,000.00	\$ 454,512.50
CDs and YCDs FR	\$ -	\$ -	\$ -	\$ -
Bank Notes	\$ 600,000,000.00	\$ 600,000,000.00	\$ 600,018,032.38	\$ 456,888.90
CDs and YCDs	\$ 12,875,010,933.58	\$ 12,875,010,933.58	\$ 12,872,759,172.35	\$ 8,756,708.37
Commercial Paper	\$ 2,822,034,319.49	\$ 2,823,728,763.90	\$ 2,823,785,298.62	NA
Corporate:				
Bonds FR	\$ -	\$ -	\$ -	\$ -
Bonds	\$ -	\$ -	\$ -	\$ -
Repurchase Agreements	\$ -	\$ -	\$ -	\$ -
Reverse Repurchase	\$ -	\$ -	\$ -	\$ -
Time Deposits	\$ 5,628,540,000.00	\$ 5,628,540,000.00	\$ 5,628,540,000.00	NA
AB 55 & GF Loans	\$ 458,557,202.41	\$ 458,557,202.41	\$ 458,557,202.41	NA
TOTAL	\$ 66,494,011,945.38	\$ 66,512,195,205.04	\$ 66,551,746,412.52	\$ 39,405,918.30

Fair Value Including Accrued Interest

\$ 66,591,152,330.82

Repurchase Agreements, Time Deposits, AB 55 & General Fund loans, and Reverse Repurchase agreements are carried at portfolio book value (carrying cost).

The value of each participating dollar equals the fair value divided by the amortized cost (1.000594646). As an example: if an agency has an account balance of \$20,000,000.00, then the agency would report its participation in the LAIF valued at \$20,011,892.92 or \$20,000,000.00 x 1.000594646.

City of San Marino AGENDA REPORT



Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

Steven W. Huang, DDS, Council Member

Steve Talt, Council Member

Richard Ward, Council Member

TO: MAYOR AND CITY COUNCIL
FROM: JOHN T. SCHAEFER, CITY MANAGER
BY: [VERONICA RUIZ, CITY CLERK]
DATE: [JANUARY 13, 2016]
SUBJECT: [**APPROVAL OF MINUTES**]

BACKGROUND

[Attached for Council consideration are the following Minutes:

- Regular Meeting of November 12, 2015
- Regular Meeting of December 9, 2015]

FISCAL IMPACT

[No fiscal impact.]

RECOMMENDATION

[Staff recommends the City Council Approve the Minutes as presented.] If Council concurs, the appropriate action would be:

“A motion to [approve the Minutes of the Regular Meetings of November 12, 2015 and December 9, 2015.”]

Attachments: [Minutes of November 12, 2015 Regular Meeting
Minutes of December 9, 2015 Regular Meeting]

**MINUTES
REGULAR MEETING
OF THE SAN MARINO CITY COUNCIL
NOVEMBER 12, 2015 - 6:00 P.M.**

CALL TO ORDER Vice Mayor Allan Yung called the meeting to order at 6:01 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL **PRESENT:** Councilman Kneier, Councilman Ward, and Vice Mayor Yung

ABSENT: Councilman Richard Sun and Mayor Eugene Sun

PUBLIC COMMENTS

The following person(s) spoke:

Cordelia Donnelly, San Marino, commented on live streaming video of city council meetings. She read a letter on behalf of resident Don Cook who was not able to attend the meeting. Ms. Donnelly further commented on design guidelines, the neighborhood compatibility requirement, how a high quality casino would generate revenue, and unfunded pension liabilities (*submitted documents*).

MOTION TO WAIVE FURTHER READINGS

Councilman Dennis Kneier moved to waive the reading of the entire text of ordinances and resolutions; seconded by Councilman Richard Ward. The motion carried unanimously by the following vote: AYES: Councilman Dennis Kneier, Councilman Richard Ward, and Vice Mayor Allan Yung. NOES: None. ABSENT: Councilman Richard Sun and Mayor Eugene Sun.

APPOINTMENTS

1. APPOINTMENT TO THE GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT BOARD OF TRUSTEES

City Clerk Veronica Ruiz presented the staff report.

Councilman Richard Ward moved to re-appoint Clifton Jenkins to serve on the Board of Trustees for the Greater Los Angeles County Vector Control District for a two (2) year term ending January 1, 2018; seconded by Councilman Dennis Kneier. The motion carried unanimously by the following vote: AYES: Councilman Dennis Kneier, Councilman Richard Ward, and Vice Mayor Allan Yung. NOES: None. ABSENT: Councilman Richard Sun and Mayor Eugene Sun.

There being no objection, the Vice Mayor moved to Item 12 on the agenda.

NEW BUSINESS

12. BARK FOR LIFE/ RELAY FOR LIFE: REQUEST FOR LACY PARK FEE WAIVER

Assistant City Manager Lucy Garcia presented the staff report.

Councilman Dennis Kneier moved to waive fees in the amount of \$870 to the American Cancer Society for the Bark for Life event at Lacy Park on November 21, 2015; seconded by Councilman Richard Ward. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Dennis Kneier, Councilman Richard Ward, and Vice Mayor Allan Yung. NOES: None. ABSENT: Councilman Richard Sun and Mayor Eugene Sun.

STUDY SESSION

2. DISCUSSION OF PROPOSED MEMORANDUM OF UNDERSTANDING FOR FY 15-16 BETWEEN THE CITY OF SAN MARINO AND THE SAN MARINO POLICE OFFICERS' ASSOCIATION

Assistant City Manager Lucy Garcia presented the staff report.

The following person(s) spoke:

Hal Harrigian, San Marino
Dale Pederson, San Marino

City Manager John Schaefer stated that staff would submit the salary survey when the resolution is brought back at the next meeting.

Councilman Dennis Kneier moved to direct staff to submit a resolution at the next meeting adopting the 2015-16 salary and benefits schedule and MOU with the San Marino Police Officers' Association; seconded by Councilman Richard Ward. The motion carried unanimously by the following vote: AYES: Councilman Dennis Kneier, Councilman Richard Ward, and Vice Mayor Allan Yung. NOES: None. ABSENT: Councilman Richard Sun and Mayor Eugene Sun.

CONSENT CALENDAR

Councilman Richard Ward moved to adopt the Consent Calendar consisting of Item 4, 6, 8, and 9; seconded by Councilman Dennis Kneier. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Dennis Kneier, Councilman Richard Ward, and Vice Mayor Allan Yung. NOES: None. ABSENT: Councilman Richard Sun and Mayor Eugene Sun.

4. **APPROVAL OF MINUTES**
Approve the Minutes of the Regular Meeting of October 14, 2015, and the Adjourned Regular Meeting of October 30, 2015.

6. **APPROPRIATION OF FUNDS FOR COMMUNITY ENGAGEMENT ACTIVITIES RELATED TO THE COUNTYWIDE PARKS NEEDS ASSESSEMENT**
Appropriate \$2,500 in revenues under account no. 239-60-3203-0000 and \$2,500 in expenditures under account no. 239-60-4376-0000 for community input meetings for the countywide Comprehensive Parks and Recreation Needs Assessment.

8. **REJECTION OF BIDS – LACY PARK PLAYGROUND IMPROVEMENT PROJECT**
Reject all bids received for the Lacy Park Playground Improvement Project (N-15-25), and direct staff to re-bid the modified project to the five companies that submitted a bid.

9. **APPROPRIATION OF DONATED FUNDS FROM THE SAN MARINO PUBLIC LIBRARY FOUNDATION FOR THE ACQUISITION OF LIBRARY MEDIA EQUIPMENT**
Accept the donation of \$11,000 from the San Marino Public Library Foundation (under account 281-90-3601-9506) and appropriate expenditures (under account 281-90-4399-0000) to support the purchase of media equipment for the Crowell Public Library.

CONSENT CALENDAR ITEMS PULLED FOR DISCUSSION

3. OCTOBER 2015 DISBURSEMENT REPORTS

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

Councilman Dennis Kneier moved to ratify and file the Disbursement Reports for the period ending October 31, 2015; seconded by Councilman Richard Ward. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Dennis Kneier, Councilman Richard Ward, and Vice Mayor Allan Yung. NOES: None. ABSENT: Councilman Richard Sun and Mayor Eugene Sun.

5. ACCEPTANCE AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION FOR THE CITYWIDE RESTRIPING PROJECT NO. 9270

Assistant City Manager Lucy Garcia presented the staff report.

Councilman Richard Ward moved to accept the Citywide Street Restriping (Project No. 9270) as complete and authorize the City Clerk to file the Notice of Completion;

seconded by Councilman Dennis Kneier. The motion carried unanimously by the following vote: AYES: Councilman Dennis Kneier, Councilman Richard Ward, and Vice Mayor Allan Yung. NOES: None. ABSENT: Councilman Richard Sun and Mayor Eugene Sun.

7. APPOINTMENT OF TWO CITY COUNCIL MEMBERS TO SERVE ON AN AD HOC COMMITTEE WITH CITIZEN ADVISORS TO PROVIDE INPUT ON CITY MANAGEMENT AND BUDGET ISSUES

City Manager John Schaefer presented the staff report.

The following person(s) spoke:
Cordelia Donnelly, San Marino
Hal Harrigian, San Marino
Stef Dietrich, San Marino

Councilman Dennis Kneier moved to continue this matter to the Council Meeting of December 9, 2015; seconded by Councilman Richard Ward. The motion carried unanimously by the following vote: AYES: Councilman Dennis Kneier, Councilman Richard Ward, and Vice Mayor Allan Yung. NOES: None. ABSENT: Councilman Richard Sun and Mayor Eugene Sun.

CONTINUED BUSINESS

10. PRESENTATION OF THE CENTER MEDIAN CONCEPT DESIGNS AND AMENDMENT TO FY15/16 BUDGET TO APPROPRIATE \$38,688 FOR CONSTRUCTION PHASE OF CENTER MEDIAN LANDSCAPE PROJECT

Environmental Services Manager Ron Serven presented the staff report.

The following person(s) spoke:
Gene Ruckh, San Marino
Hal Harrigian, San Marino
Philip Lao, San Marino
Steven Ormenyi, Landscape Architect
Michele Lumley, San Marino

Councilman Richard Ward moved to not move forward with the Center Median Landscape Project at this time; seconded by Vice Mayor Allan Yung. The motion failed 2-1 by the following vote: AYES: Councilman Richard Ward. NOES: Councilman Dennis Kneier and Vice Mayor Allan Yung. ABSENT: Councilman Richard Sun and Mayor Eugene Sun.

Councilman Dennis Kneier moved to direct staff to get started on the project, and to come back at the December 9th Council meeting with a revised plan using drip irrigation and an informal pathway and the staff recommendation to appropriate the funds for the Center Median Landscape Project; seconded by Vice Mayor Allan Yung. The motion carried unanimously by the following vote: AYES: Councilman Dennis Kneier, Councilman Richard Ward, and Vice Mayor Allan Yung. NOES: None. ABSENT: Councilman Richard Sun and Mayor Eugene Sun.

NEW BUSINESS

11. RECEIVE FUTURE ANNUAL COSTS FOR A CHANGE IN BENEFITS AND CONSIDER RESOLUTION NO. R-15-31 - INTENTION TO APPROVE AN AMENDMENT TO PERS CONTRACT ADDING THE 4TH LEVEL SURVIVOR BENEFIT

Finance Director Lisa Bailey presented the staff report.

The following person(s) spoke:
Michele Lumley, San Marino
Gene Ruckh, San Marino

Councilman Richard Ward moved to receive the cost of the 1959 Survivor Benefit for the General Employees and adopt Resolution R-15-31 Resolution of Intention to Approve an Amendment to the Contract between the Board of Administration California Public Employee's Retirement System and the City Council of the City of San Marino; seconded by Councilman Dennis Kneier. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Dennis Kneier, Councilman Richard Ward, and Vice Mayor Allan Yung. NOES: None. ABSENT: Councilman Richard Sun and Mayor Eugene Sun.

PUBLIC HEARINGS

13. INTRODUCTION OF ORDINANCE O-15-1301 AUTHORIZING AN AMENDMENT TO PERS CONTRACT AND ADDING THE 4TH LEVEL SURVIVOR BENEFIT TO THE MISCELLANEOUS EMPLOYEES CONTRACT (FIRST READING)

Finance Director Lisa Bailey presented the staff report.

Vice Mayor Allan Yung opened the hearing for public comment.

The following person(s) spoke:
Hal Harrigian, San Marino

Hearing no further public comment, the Vice Mayor closed the public hearing.

Councilman Richard Ward moved to read by title only and introduce Ordinance No. O-15-1301; seconded by Councilman Dennis Kneier. Following the reading of the title of the Ordinance into the record by the City Clerk and a roll call, the motion carried unanimously by the following vote: AYES: Councilman Dennis Kneier, Councilman Richard Ward, and Vice Mayor Allan Yung. NOES: None. ABSENT: Councilman Richard Sun and Mayor Eugene Sun.

WRITTEN COMMUNICATIONS

There were no written communications at this time.

COUNCIL REPORTS

Councilman Dennis Kneier reported that he and Councilman Ward attended the Veterans' meeting the day before. He also reported the Circle Drive Bridge is now open and that the official Bridge opening will take place on November 21st.

CITY MANAGER'S REPORT

City Manager John Schaefer reported that California American Water Company would be upgrading the water service along Huntington Drive between San Marino Avenue and Del Mar. City Manager Schaefer also responded to some public comments that were made earlier during the meeting.

PUBLIC WRITINGS DISTRIBUTED

There were no public writings at this time.

ADJOURNMENT

The San Marino City Council adjourned at 8:59 p.m. to the next regular meeting to be held on **WEDNESDAY, DECEMBER 9, 2015, at 6:00 P.M.** in the City Hall Council Chamber, 2200 Huntington Drive, San Marino, California.

VERONICA RUIZ, CMC
CITY CLERK

**MINUTES
REGULAR MEETING
OF THE SAN MARINO CITY COUNCIL
DECEMBER 9, 2015 - 6:00 P.M.**

CALL TO ORDER Mayor Eugene Sun called the meeting to order at 6:04 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL **PRESENT:** Councilman Kneier, Councilman Richard Sun, Vice Mayor Yung, and Mayor Eugene Sun

ABSENT: Councilman Ward

PUBLIC COMMENTS

There were no public comments at this time.

MOTION TO WAIVE FURTHER READINGS

Vice Mayor Allan Yung moved to waive the reading of the entire text of ordinances and resolutions; seconded by Councilman Richard Sun. Following a roll call, the motion carried unanimously by the following vote: **AYES:** Councilman Dennis Kneier, Councilman Richard Sun, Vice Mayor Allan Yung, and Mayor Eugene Sun. **NOES:** None. **ABSENT:** Councilman Richard Ward.

ELECTION

1. **CONSIDERATION OF RESOLUTION NO. R-15-33 CERTIFYING THE NOVEMBER 3, 2015 ELECTION RESULTS**

City Clerk Veronica Ruiz presented the staff report.

Councilman Richard Sun moved to accept the official canvass of the General Municipal Election held on November 3, 2015, and adopt Resolution No. R-15-33 declaring the results; seconded by Councilman Dennis Kneier. Following a roll call, the motion carried unanimously by the following vote: **AYES:** Councilman Dennis Kneier, Councilman Richard Sun, Vice Mayor Allan Yung, and Mayor Eugene Sun. **NOES:** None. **ABSENT:** Councilman Richard Ward.

2. **PRESENTATION OF CITY TILES AND REMARKS FROM OUTGOING CITY COUNCIL MEMBERS EUGENE SUN AND DENNIS KNEIER**

Vice Mayor Allan Yung presented City tiles to outgoing Councilmen Eugene Sun and Dennis Kneier and thanked them for their service.

3. OATH OF OFFICE TO BE ADMINISTERED TO NEWLY ELECTED MEMBER OF THE SAN MARINO CITY COUNCIL STEVE TALT BY JUDGE ELIZABETH R. FEFFER

Judge Elizabeth R. Feffer administered the oath of office to newly elected Councilmember Steve Talt.

4. OATH OF OFFICE TO BE ADMINISTERED TO NEWLY ELECTED MEMBER OF THE SAN MARINO CITY COUNCIL STEVEN HUANG BY JUDGE ELIZABETH R. FEFFER

Judge Elizabeth R. Feffer administered the oath of office to newly elected Councilmember Steven Huang.

REORGANIZATION OF THE CITY COUNCIL

5. SAN MARINO CITY COUNCIL TO REORGANIZE BY SELECTING A MAYOR AND VICE MAYOR

Councilman Steve Talt moved to appoint Allan Yung as Mayor and Richard Sun as Vice Mayor; seconded by Councilman Richard Sun. The motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Sun, and Councilman Allan Yung. NOES: None. ABSENT: Councilman Richard Ward.

Mayor Allan Yung thanked the Council for the opportunity to serve as Mayor. Mayor Yung gave a brief description of the general direction he proposes for the City for the next year during his term as Mayor which included review of the budget, maintain the beauty of the neighborhoods, preserve the integrity of homes in San Marino, continue to provide courteous service to the residents, and focus on City facilities such as the San Marino Center and Stoneman.

CONSENT CALENDAR

Vice Mayor Richard Sun moved to adopt the Consent Calendar consisting of Item 7, 9, 10, and 11; seconded by Councilman Steven Huang. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None. ABSENT: Councilman Richard Ward.

7. OCTOBER 2015 TREASURER'S REPORT

Accept and file the Treasurer's Report for the period ending October 31, 2015.

9. AWARD OF CONTRACT FOR THE PAVEMENT MANAGEMENT SYSTEM (N-15-21)

Award the proposal for the Pavement Management System #N-15-21, to NCE of Fountain Valley, California for \$39,850.00.

10. AWARD OF CONTRACT FOR THE LACY PARK PLAYGROUND IMPROVEMENT PROJECT (AKA "PATRICK'S TREE")

Award the bid for the Lacy Park Playground Improvement Project to E.C. Construction of South El Monte, in the amount of \$108,134.

11. RESOLUTION NO. R-15-34 AMENDING THE PART TIME RATE SCHEDULE FOR FY 15-16

Adopt Resolution No. R-15-34 amending the Part Time Rate Schedule for Fiscal Year 2015-16, effective December 27, 2015.

CONSENT CALENDAR ITEMS PULLED FOR DISCUSSION

6. NOVEMBER 2015 DISBURSEMENT REPORTS

Councilman Steve Talt moved to ratify and file the Disbursement Reports for the period ending November 30, 2015 with the provision that the payment for Huntington Drive Drip Supplies on page 11 of the disbursements reports be corrected to charge the appropriate account in Grounds instead of the Park account and to request staff to provide more detail in the balance sheet accounts listed in the disbursements report moving forward; seconded by Vice Mayor Richard Sun. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None. ABSENT: Councilman Richard Ward.

8. ORDINANCE O-15-1301 ADDING THE 4TH LEVEL SURVIVOR BENEFIT TO THE MISCELLANEOUS EMPLOYEES CONTRACT (SECOND READING)

Councilman Steve Talt commented that neither the ordinance nor the amendment to the agreement reflect all of the appropriate pension levels for police. He recommended that staff follow up with CalPers before approving this item.

The following person(s) spoke:

Gene Ruckh, San Marino

Councilman Steve Talt moved to continue the item to the January meeting; seconded by Councilman Steven Huang. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None. ABSENT: Councilman Richard Ward.

CONTINUED BUSINESS

12. APPOINTMENT OF TWO CITY COUNCIL MEMBERS TO SERVE ON AN AD HOC COMMITTEE WITH CITIZEN ADVISORS TO PROVIDE INPUT ON CITY MANAGEMENT AND BUDGET ISSUES

It was the consensus of the Council to select the Administration and the Parks and Public Works Departments to start with as a pilot project and appoint 2 City Council Members to perform a management audit of the selected departments.

Vice Mayor Richard Sun moved to appoint Mayor Allan Yung and Councilman Steve Talt to serve on the Ad Hoc Committee and perform a management audit of the Administration and the Parks and Public Works Departments; seconded by Councilman Steven Huang. The motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None. ABSENT: Councilman Richard Ward.

13. PRESENTATION OF THE APPROVED CENTER MEDIAN CONCEPT DESIGN AND AMENDMENT TO FY15/16 BUDGET TO APPROPRIATE \$38,688 FOR CONSTRUCTION PHASE OF CENTER MEDIAN LANDSCAPE PROJECT

Environmental Services Manager Ron Serven presented the staff report.

The following person(s) spoke:

Michelle Lumley, San Marino
Fran Benuska, San Marino
Steven Ormenyi, Landscape Architect
Dean Werner, Parks & Public Works Manager
Lena (no last name given), San Marino
Cordelia Donnelly, San Marino
John Dustin, San Marino
Nancy Hoffman, San Marino

Councilman Steve Talt moved to discontinue the project and not fund the plan; seconded by Councilman Steven Huang. Following a roll call, the motion failed 2-2 by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt. NOES: Vice Mayor Richard Sun, and Mayor Allan Yung. ABSENT: Councilman Richard Ward.

Due to lack of any other motion, the item died.

14. APPROVAL OF MEMORANDUM OF UNDERSTANDING FOR FY 15-16 BETWEEN THE CITY OF SAN MARINO AND THE SAN MARINO POLICE OFFICERS' ASSOCIATION

Assistant City Manager Lucy Garcia presented the staff report.

The following person(s) spoke:

Gene Ruckh, San Marino

Brian Wong, San Marino Police Officers' Association

Vice Mayor Richard Sun moved to adopt Resolution No. R-15-36 establishing the Salary and Benefit Schedule for San Marino Police Officers' Association Employees from July 12, 2015 through July 9, 2016; seconded by Councilman Steven Huang. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None. ABSENT: Councilman Richard Ward.

Mayor Allan Yung called for a recess at 8:30 p.m.

The Mayor reconvened the meeting at 8:36 p.m.

NEW BUSINESS

15. ANNUAL LIBRARY REPORT TO THE STATE OF CALIFORNIA

City Librarian Irene McDermott presented the staff report.

Councilman Steve Talt moved to ratify the 2014/15 Annual Public Library Survey that the City Librarian has filed with the State Library; seconded by Councilman Steven Huang. The motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None. ABSENT: Councilman Richard Ward.

16. OLD MILL FOUNDATION BANNER PROPOSAL

City Manager John Schaefer presented the staff report.

Vice Mayor Richard Sun stated that he is a member of the Old Mill Foundation and asked the City Attorney if there is a conflict of interest which would prohibit him from voting on this item.

City Attorney Peter Thorson responded that there is no conflict of interest in this matter as long as he is not on the Board of the Old Mill Foundation; therefore, the Vice Mayor can participate in this discussion and vote on the item.

Councilman Steve Talt moved to approve the Old Mill Foundations' request to have Foundation banners mounted on approximately 65 poles in the City of San Marino from February through November 2016; seconded by Vice Mayor Richard Sun. The motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None. ABSENT: Councilman Richard Ward.

- 17. RESOLUTION NO. R-15-35 ADOPTING THE 2014 AND 2015 ENGINEERING AND TRAFFIC SURVEYS AS SUBMITTED BY CERTIFIED TRAFFIC ENGINEERS, ESTABLISHING THE SPEED LIMIT AT 25 MPH ON THE FOLOWING FIVE SEGMENTS: EL MOLINO AVENUE (FROM MONTEREY ROAD TO SOUTH CITY LIMIT); EUSTON ROAD (FROM WEMBLEY ROAD TO SAN MARINO AVENUE); OAK GROAVE AVENUE (FROM NORTH CITY LIMIT TO CIRCLE DRIVE); STRATFORD ROAD (FROM OXFORD ROAD TO SAN MARINO AVENUE); VIRGINIA ROAD (FROM OAK GROVE AVENUE TO ROSALIND DRIVE)**

Assistant City Manager Lucy Garcia presented the staff report.

Vice Mayor Richard Sun moved to adopt Resolution No. R-15-35 adopting the 2014 and 2015 engineering and traffic surveys as submitted by certified traffic engineers, establishing the speed limits on Oak Grove, Stratford, Virginia, El Molino and Euston at 25MPH; seconded by Councilman Steven Huang. The motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None. ABSENT: Councilman Richard Ward.

PUBLIC HEARINGS

- 18. APPEAL OF DESIGN REVIEW NO. DRC15-09 2793 GAINSBOROUGH DR., (WONDER INVESTMENT MANAGEMENT USA, INC. & APPELLANT-WANG)**

Associate Planner Amanda Merlo presented the staff report.

Mayor Allan Yung opened the hearing for public comment.

Peter Wang, architect/engineer and Freeman Han, architect, spoke on behalf of the proposed project.

Councilman Steve Talt questioned the accuracy of the information provided in the cost valuation. He also stated that the trash on the property had not been picked up and should be removed.

Resident Edward Riegler commented in opposition to the project and asked the City Council to deny the appeal.

Resident Maryadele Clougherty commented in opposition to the project.

Mayor Allan Yung noted that a written communication was received from Wayne and Judith Carter in opposition to this public hearing item.

Resident Cordelia Donnelly commented on private property rights.

Resident Diana Jehue commented in opposition to the project.

Resident Michelle Lumley commented that, when making its decision, the Council should consider that the property in question is owned by a company.

Architect Peter Wang responded to the public comments. He clarified that the property is owned by a family trust.

Hearing no further public comment, the Mayor closed the public hearing.

Councilman Steve Talt moved to deny the appeal; seconded by Councilman Steven Huang. Following a roll call, the motion carried 3-1 by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, and Mayor Allan Yung. NOES: Vice Mayor Richard Sun. ABSENT: Councilman Richard Ward.

19. AN ORDINANCE OF THE CITY OF SAN MARINO REVISING ZONING STANDARDS FOR MASSAGE THERAPY ESTABLISHMENTS (FIRST READING), AND AMENDING THE SAN MARINO MUNICIPAL CODE, AND AN ORDINANCE OF THE CITY OF SAN MARINO REVISING REGULATIONS APPLICABLE TO MASSAGE SERVICES AND BUSINESSES, AND AMENDING THE SAN MARINO CITY CODE (FIRST READING)

Planning and Building Director Aldo Cervantes presented the staff report.

The following person(s) spoke:
Gene Ruckh, San Marino

Vice Mayor Richard Sun moved to read by titles only and introduce Ordinance No. O-15-1303 and Ordinance No. O-15-1304 on first reading and endorse approval of the negative declaration; seconded by Councilman Steve Talt. Following the reading of the titles of the Ordinances into the record by the City Clerk and a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None. ABSENT: Councilman Richard Ward.

20. CONSIDERATION OF INTERIM URGENCY ORDINANCE NO. O-15-1302-U PROHIBITING ALL COMMERCIAL MEDICAL MARIJUANA USES IN THE CITY, INCLUDING DELIVERIES AND CULTIVATION FOR MEDICAL USE BY A QUALIFIED PATIENT OR PRIMARY CAREGIVER

Police Chief John Incontro presented the staff report.

Councilman Steven Huang moved to approve the Urgency Ordinance No. O-15-1302-U to prohibit the delivery or cultivation of medical marijuana within the City of San Marino; seconded by Vice Mayor Richard Sun. Following the reading of the title of the Ordinance into the record by the City Clerk and a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None. ABSENT: Councilman Richard Ward.

WRITTEN COMMUNICATIONS

Mayor Allan Yung read a written communication received from Danielle Martin regarding the Lacy Park Patrick's Tree Project.

COUNCIL REPORTS

Councilman Steve Talt reported that the San Marino High School Titans would be playing for the upcoming CIF Championship.

CITY MANAGER'S REPORT

City Manager John Schaefer reported on what the City is doing in preparation for El Niño. He also reported that the Library would be closed on 12/18 for the installation of a power transfer switch, he read a letter the City received from the Republic of San Marino regarding the San Bernardino massacre, and recognized Community Services Director Sue Cobb on her upcoming retirement.

PUBLIC WRITINGS DISTRIBUTED

There were no public writings at this time.

PUBLIC COMMENTS

The following person(s) spoke:

Robin Banks, on behalf of her parents George and Virginia Muller, San Marino, commented that the approved wood shake roofing materials that the City requires are no longer covered under home owners' insurance.

Gene Ruckh, San Marino, commented on CalPers, establishing an environmental impact fee on the Huntington Library, storm drain inspections, and Prop 13.

ADJOURNMENT

The San Marino City Council adjourned at 10:56 p.m. to a joint meeting to be held with the Design Review Committee on **WEDNESDAY, JANUARY 13, 2016, at 5:00 P.M.** in the City Hall Emergency Operations Center (EOC), 2200 Huntington Drive, San Marino, California.

VERONICA RUIZ, CMC
CITY CLERK

DRAFT

City of San Marino AGENDA REPORT



Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

Steven W. Huang, DDS, Council Member

Steve Talt, Council Member

Richard Ward, Council Member

TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: ALDO CERVANTES
PLANNING AND BUILDING DIRECTOR
EVA CHOI, ASSISTANT PLANNER

DATE: JANUARY 13, 2016

SUBJECT: **ORDINANCE O-15-1303 AN ORDINANCE OF THE CITY OF SAN MARINO REVISIONING ZONING STANDARDS FOR MASSAGE THERAPY ESTABLISHMENTS (SECOND READING), AND ORDINANCE O-15-1304 AMENDING THE SAN MARINO MUNICIPAL CODE REVISIONING REGULATIONS APPLICABLE TO BUSINESS LICENSE AND OPERATION REQUIREMENT FOR MASSAGE SERVICES AND BUSINESSES, AND AMENDING THE SAN MARINO CITY CODE**

BACKGROUND

At the December 9, 2015 City Council meeting, the Council introduced on first reading and approved Ordinance No. O-15-1303 revising zoning standards in Chapter 23 for massage therapy establishments and Ordinance No. O-15-1304 revising Chapter 11 relating to business license and operation requirements for massage therapy establishments. The adoption of these ordinances will permit the City land use power to regulate massage establishments differently than other personal or professional services establishments as provided in Assembly Bill No. 1147, which became effective at the beginning of 2015.

FISCAL IMPACT

This item presents no fiscal impact.

RECOMMENDATION

Staff recommends second reading of the Ordinances and that the City Council approve Ordinance No. O-15-1303 and Ordinance No. O-15-1304. If Council concurs, the appropriate action would be:

“A motion to adopt Ordinance No. 15-1303 and Ordinance No. 15-1304 on second reading.”

Attachments: Ordinance No. O-15-1303
Ordinance No. O-15-1304

ORDINANCE NO. O-15-1303

**AN ORDINANCE OF THE CITY OF SAN MARINO
REVISING ZONING STANDARDS FOR MASSAGE
THERAPY ESTABLISHMENTS, AND AMENDING THE
SAN MARINO MUNICIPAL CODE**

WHEREAS, the California Legislature recently approved Assembly Bill 1147 (Bonilla), which amended the California Massage Therapy Act (California Business and Professions Code § 4600, *et seq.*), and California Government Code § 51034, and which went into effect on January 1, 2015; and

WHEREAS, this new law authorizes a city, a county, or a city and a county to adopt and enforce regulations governing zoning and business licensing, including reasonable health and safety requirements for massage establishments and businesses of certified massage therapists and practitioners; and

WHEREAS, concurrent with this Ordinance, the City Council is adopting new regulations governing the permitting of massage therapy establishments; and

WHEREAS, on October 28, 2015, the Planning Commission of the City of San Marino adopted a resolution recommending approval of the zoning code amendments herein.

NOW, THEREFORE, the City Council of the City of San Marino does find and ordain as follows:

Section 1. The facts set forth in the Recitals, above, are true and correct.

Section 2. Definitions of “Massage Therapist”, “Massage Therapy”, and “Massage Therapy Establishment”, as set forth in Section 23.01.01 (Definitions) of Article 01 (General Provisions) of Chapter 23 (Zoning and Development) of the San Marino Municipal Code are amended to read as follows:

“MASSAGE THERAPIST: A certified massage therapist or certified massage practitioner, as those terms are defined in Article 11 of this Code.

“MASSAGE THERAPY: Massage or bodywork, as defined in Article 11 of this Code.

“MASSAGE THERAPY ESTABLISHMENT: Massage establishment, as defined in Article 11 of this Code.”

Section 3. Section 23.03.01 H of Article 03 (C-1 Commercial Zone) of Chapter 23 (Zoning and Development) of the San Marino City Code is amended to read as follows:

“H. Massage therapy establishments are a permitted use when accessory to a beauty shop, health center or medical office and when conducted in accordance with the

requirements of Article 11 of Chapter 11 of this Code. When conducted as a primary use, massage therapy establishments are permitted, subject to the issuance of a conditional use permit, and a massage establishment permit issued pursuant to Article 11 of Chapter 11 of this Code. Massage therapy establishments shall be conducted and operated in accordance with the standards set forth in Article 11 of Chapter 11 of this Code. Failure to comply with any provision of Article 11 of Chapter 11 of this Code shall be grounds for revocation of the conditional use permit.”

Section 4. The City Council finds that the adoption of this Ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to the General Rule (14 C.C.R. Section 15061(b)(3)) of the CEQA Guidelines, because the project involves updates and revisions to existing zoning regulations that will result in greater restrictions on new and existing businesses. It can be seen with certainty that the proposed zoning text amendments will have no significant negative effect on the environment.

Section 5. If any portion, provision, section, paragraph, sentence, or word of this Ordinance is rendered or declared to be invalid by any final court action in a court of competent jurisdiction, or by reason of any preemptive legislation, the remaining portions, provisions, sections, paragraphs, sentences, and words of this Ordinance shall remain in full force and effect and shall be interpreted by the court so as to give effect to such remaining portions of this Ordinance.

Section 6. The City Clerk shall certify to the adoption of this Ordinance and cause the same to be published as required by law.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2016.

ALLAN YUNG, M.D.
MAYOR

ATTEST:

VERONICA RUIZ, CMC
CITY CLERK

APPROVED AS TO FORM:

STEVEN L. DORSEY
CITY ATTORNEY

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

I HEREBY CERTIFY that the foregoing City of San Marino Ordinance No. O-15-1303 was introduced and read by title at a Regular Meeting of the San Marino City Council held on the 9th day of December 2015, and was adopted on second reading at an Adjourned Regular Meeting of the City Council held on the ____ day of _____, 2015 by the following vote:

AYES :
NOES :
ABSENT :
ABSTAIN :

VERONICA RUIZ, CMC
CITY CLERK

ORDINANCE NO. O-15-1304

AN ORDINANCE OF THE CITY OF SAN MARINO REVISING REGULATIONS APPLICABLE TO MASSAGE SERVICES AND BUSINESSES, AND AMENDING THE SAN MARINO CITY CODE

WHEREAS, the California Legislature recently approved Assembly Bill 1147 (Bonilla), which amended the California Massage Therapy Act (California Business and Professions Code § 4600, *et seq.*), and California Government Code § 51034, and which went into effect on January 1, 2015;

WHEREAS, this new law authorizes a city, a county, or a city and a county to adopt and enforce regulations governing zoning and business licensing, including reasonable health and safety requirements for massage establishments and businesses of certified massage therapists and practitioners;

WHEREAS, the City of San Marino has experienced an increase in the number of massage establishments over the past several years;

WHEREAS, the City of San Marino desires to regulate massage therapy businesses and services in order to balance community needs and to minimize the negative secondary effects sometimes associated with such uses; and

WHEREAS, the health and safety regulations set forth herein are not intended to provide the exclusive regulation of massage establishments and services. Massage establishments must also comply with any and all other applicable local and State regulations including the California Massage Therapy Act, and business licensing and zoning regulations of the San Marino City Code.

NOW, THEREFORE, the City Council of the City of San Marino does ordain as follows:

Section 1. Article 11 of Chapter 11 of the San Marino City Code is hereby repealed provided, however, that such repeal shall not excuse any violation or affect prosecution occurring prior to the effective date of this Ordinance.

Section 2. A new Article 11 is hereby added to Chapter 11 of the San Marino City Code to read as follows:

“Article 11

MESSAGE ESTABLISHMENTS AND THERAPISTS

11.11.010 PURPOSE – AUTHORITY:

11.11.020 DEFINITIONS:

11.11.030 MESSAGE THERAPIST AND MESSAGE PRACTITIONER

CERTIFICATION:

11.11.040 MESSAGE ESTABLISHMENT PERMITS:

11.11.050 RECORD KEEPING:

11.11.060 HEALTH AND SAFETY REQUIREMENTS:

11.11.070 INSPECTIONS:

11.11.080 HOURS OF OPERATION:

11.11.090 DEPARTMENT COORDINATION WITH CAMTC:

11.11.100 PROPERTY OWNER RESPONSIBILITY:

11.11.010 PURPOSE – AUTHORITY:

It is the purpose and intent of this Article to provide for the orderly regulation of massage therapists and massage establishments, in the interest of the public health, safety and welfare. The city wishes both to recognize the practice of massage as a valid professional field and to discourage prostitution and other unlawful activity which otherwise may become associated with some massage establishments.

This Article relies upon the State certification process of the California Massage Therapy Council, as set forth in California Business and Professions Code § 4600, *et seq.* In addition, this Article provides certain minimum standards for the operation of massage establishments, their managing employees, and massage therapists and practitioners.

This Article is adopted under the authority of Government Code §§ 51030 through 51034, Government Code § 37101, Business and Professions Code § 16000, and California Constitution Article XI, Section 7.

11.11.020 DEFINITIONS:

For purposes of this Article:

- A. *California Massage Therapy Council* or *CAMTC* means the California Massage Therapy Council created under Business and Professions Code Section 4602.
- B. *Certified massage practitioner* or *practitioner* means a person who is currently certified as a massage practitioner by the CAMTC pursuant to Business and Professions Code section 4604.2. A certified massage practitioner who is an independent contractor is one who works at a massage establishment (or has an outcall massage service), but is not a salaried employee and does not share a percentage of massage therapy proceeds with the owner or operator of a massage establishment.

C. *Certified massage therapist or therapist* means a person who is currently certified as a massage therapist by the CAMTC pursuant to Business and Professions Code section 4604. A certified massage therapist who is an independent contractor is one who works at a massage establishment (or has an outcall massage service), but is not a salaried employee and does not share a percentage of massage therapy proceeds with the owner or operator of a massage establishment.

D. *Chief* means the San Marino chief of police or his/her designee.

E. *Department* means the police department of the City of San Marino.

F. *Massage* or *bodywork* means the application of various techniques to the muscular structure and soft tissues of the human body, as defined in Business and Professions Code § 4601(e). Application of massage and bodywork techniques may include, but is not limited to, stroking, kneading, tapping, compression, vibration, rocking, friction, pressure and similar techniques. Examples of massage include Swedish massage, sports massage, shiatsu, polarity therapy, rolfing, hellerwork, acupressure, and reflexology. *Massage* and *bodywork* have the same meaning.

Massage also means any method of treating the external parts of the human body by means of pressure on or friction against; or stroking, kneading, rubbing, tapping, pounding; or stimulating the external parts of the human body with the hands or other parts of the human body, with or without the aid of any mechanical or electrical apparatus or appliances; or with or without supplementary aids, such as rubbing alcohol, liniments, antiseptics, oils, powders, creams, lotions, ointments, or other similar preparations.

Massage excludes: diagnosis, prescription, intentional manipulation or adjustments of the skeletal structure, or any other service, procedure or therapy which requires a State-issued license to practice including chiropractic, osteopathy, orthopedics, physical therapy, podiatry, or medicine. *Massage* does not include: massage of the face and scalp by State-licensed barbers; massage of the scalp, face, neck, hands, feet below the calf, or body extending from the clavicles upward by State-licensed cosmetologists; massage of the face, neck, arms, or the body extending from the clavicles upward; or, massage of the hands and feet below the calf by State-licensed manicurists; provided that each is performing such activities in a structure, facility, or place licensed by the City to provide such services.

G. *Massage establishment or establishment* *Massage establishment* means a physical structure or place where certified massage therapists and/or certified massage practitioners practice massage as provided in Business and Professions Code Section 4601(f), or where any person, firm, association, partnership, corporation engages in,

conducts, or carries on, or permits to be engaged in, conducted or carried on, any business of giving or providing massage, as defined herein. The following are not considered *massage establishments* under this article: a State-licensed hospital, nursing home, sanitarium, physiotherapy establishment, or other State-licensed physical or mental health facility.

H. *Outcall massage service* means a business which provides massage at a location designated by the client or the massage practitioner or therapist, other than at a massage establishment.

11.11.030 MASSAGE THERAPIST AND MASSAGE PRACTITIONER

CERTIFICATION:

A. No person may practice massage in the city who is not a certified massage therapist or certified massage practitioner.

B. Every certified massage therapist and certified massage practitioner providing or offering massage in the city must:

1. Work at a city-permitted massage establishment as an employee or independent contractor; or
2. Obtain a City business license as an independent contractor if providing massage for compensation in the therapist's or practitioner's own home, or providing outcall massage services.

C. Other city permits. Massage therapists and practitioners must also obtain (1) a city business license, and (2) a home occupation permit if massage is practiced at the therapist's or practitioner's home. If a massage therapist is an independent contractor of a massage establishment, he or she must obtain a city business license.

11.11.040 MASSAGE ESTABLISHMENT PERMITS.

A. Massage establishment. No person may own or operate a massage establishment in the city unless:

1. Each person administering massage (whether as an employee or independent contractor) is either a certified massage therapist or a certified massage practitioner; and
2. The owner obtains, and continues to maintain, a current massage establishment permit; and

3. The massage establishment complies with all requirements of the city zoning code.
4. The massage establishment is operated in full and complete compliance with this Code.

B. Massage establishment permit application procedure.

1. The owner of a proposed massage establishment shall be the only person eligible to obtain a massage establishment permit for such business. The owner shall not be eligible to obtain a massage establishment permit unless the owner is at least eighteen (18) years of age. A separate permit is required for each massage establishment location.
2. The following shall be submitted to the Chief at the time of application for a massage establishment permit:
 - a. A completed application form signed by: (i) the applicant; and (ii) either the record owner of the property or the lessor of the premises (if the business premises are leased to the applicant business) where the massage establishment is to be conducted. The application shall include the applicant's full legal name and contact information, the address where the applicant desires to do business, and such other information as the department may reasonably require. Every person owning any interest in the proposed massage establishment must file an application, although only one permit will be issued at a time for a location.
 - b. Background check. Each applicant shall submit the following:
 - i. Information related to the applicant's business, occupation and employment history for the 10 years preceding the date of application, and the inclusive dates of same.
 - ii. The name and address of any massage business or other like establishment owned or operated by the applicant, the name of all partners and co-owners in each business, and a description of any discipline, and permit or license suspension or revocation for each such business.
 - iii. A description of any other business located in the City of San Marino, even if not massage-related, that is owned or operated by the applicant.

- iv. Information regarding any felony or misdemeanor convictions within the last five years, any outstanding warrants for arrest and any pending criminal cases.
 - v. Information as to whether or not the applicant is a registered sex offender.
 - vi. The applicant's fingerprints on a form provided by the department. Any fees for the fingerprints shall be paid by the applicant.
 - c. Two (2) color photographs, taken within six (6) months prior to the date of the application, that clearly show the applicant's face. Any fees for the photographs shall be paid by the applicant.
 - d. A written description of the proposed massage establishment and how it will satisfy the requirements of this Article.
 - e. A written register of the massage therapists and practitioners required by Section 11.11.050(A)(1).
 - f. A statement signed by the applicant certifying under penalty of perjury that all of the information submitted in connection with the application is true and correct.
 - g. A nonrefundable application fee in an amount set by resolution of the city council.
- 3. The Chief shall, within sixty (60) calendar days of the filing of a complete application, approve and issue the massage establishment permit if the requirements of this Article have been met; otherwise the permit shall be denied. Notice of the approval or denial of the permit shall be given to the applicant in writing by first class mail, postage prepaid. If the application is denied, the Chief shall attach to the notice a statement of the reasons for the denial. The time period set forth in this paragraph shall not be extended except upon the written consent of the applicant. The decision of the Chief is final.
- 4. Grounds for denial. The Chief may deny a massage establishment permit application if any of the following is true:
 - a. If the applicant has been convicted within the last five years of any felony or misdemeanor, or has an outstanding warrant for his or her arrest or a pending criminal case, regarding an offense having a reasonable relationship to the functions of a permittee.

- b. The application was falsified in any material respect.
- c. The applicant is required to register as a sex offender in any state.
- d. There has been a criminal investigation resulting in arrest related to the operation of the massage establishment business within the last five (5) years.
- e. Within the previous five (5) years, a massage establishment permit issued to the applicant's business location, was revoked.

C. Permits nontransferable.

1. No person shall operate a massage establishment under the authority of a massage establishment permit at any place other than the address of the massage establishment stated in the application for the permit. The Chief may approve a change of location, provided the massage establishment complies with all ordinances and regulations of the city.
2. No massage establishment permit issued pursuant to this Article shall be transferable to any other person or entity.
3. Any attempt to transfer a massage establishment permit is hereby declared invalid and the permit shall automatically become void as of the date of such attempted transfer.
4. Nothing in this section shall prevent the Chief from approving a second massage establishment permit for a single location provided that the holder of the massage establishment permit previously approved for such location consents in writing to the automatic expiration of such previously approved permit upon the effective date of such second permit.

D. Conditions of Massage Establishment Permit.

1. Every massage establishment shall display at all times during business hours the permit issued pursuant to the provisions of this Article for such business. The permit shall be displayed in a conspicuous place so that it may be readily seen by all persons entering the massage establishment.
2. If an individual's CAMTC certification is suspended or revoked or if the individual is not CAMTC certified, the massage establishment may not allow that person to provide massage services, including outcall massage services, at or through the massage establishment business.

3. The massage establishment must notify the city immediately upon the establishment's receipt of notice of any disciplinary action taken by the CAMTC regarding any of the establishment's massage therapists or practitioners and submit a copy of any notice or order to the Chief.
 4. Any act or omission of anyone providing massage or performing any other service at the establishment's location, whether as an employee or an independent contractor, which constitutes a violation of this Article or grounds for revocation of a massage establishment permit, shall also be deemed to be an act or omission of the massage establishment and its owner(s).
 5. Every massage establishment must be operated at all times in compliance with all federal, state and local laws, and the requirements of this Article.
- E. Term of permit. A massage establishment permit issued under this Article shall be valid for twenty-four (24) months from the date of issuance unless suspended or revoked.
- F. Renewal. A holder of a massage establishment permit issued under this Article shall submit an application for renewal no later than sixty (60) calendar days prior to the expiration of the permit. The renewal application shall be submitted together with a nonrefundable renewal fee in an amount established by resolution of the city council. Applications for renewal of a massage establishment permit shall be processed in accordance with the procedures governing initial applications.
- G. Grounds for suspension or revocation. The Chief shall suspend or revoke a massage establishment permit for the following causes:
1. The permittee has made any false, misleading or fraudulent statement of material fact in any application, report or record required to be filed with the city.
 2. The permittee, or an employee, independent contractor, owner, agent, partner, director, stockholder, or manager of the massage establishment business has failed to comply with any of the requirements or conditions of this Article.
 3. An individual that is not is a certified massage therapist or a certified massage practitioner, or whose CAMTC certification is suspended or revoked, has performed or provided massage at the massage establishment.
 4. The permittee, or an employee, independent contractor, owner, agent, partner, director, stockholder, or manager of the massage establishment business has allowed or permitted, with or without personal knowledge, the occurrence of criminal activity on the premises of the massage establishment business.

5. Substantial evidence exists that one or more acts prohibited under California Penal Code §§ 266, 266a, 266e, 266f, 266g, 266h, 266i, 266j, 315, 316, 318, 647(b), or 653.22, or any successor provisions thereto, have taken place on the premises of the massage establishment, whether or not any criminal prosecution has been pursued or conviction obtained for such acts, and whether or not they occurred with or without the actual knowledge of the permittee.
6. The permittee, or an employee, independent contractor, owner, agent, partner, director, stockholder, or manager of the massage establishment business has committed a misdemeanor, felony or violation of this Article in the conduct of the massage establishment business.
7. The permittee has been subject to a permanent injunction against the conducting or maintaining of a nuisance pursuant to this Code, or §§11225 through 11235 of the California Penal Code, or any similar provision of law in any jurisdiction outside the State of California.
8. The permittee, or an employee, independent contractor, owner, agent, partner, director, stockholder, or manager of the massage establishment business has failed to abide by any disciplinary action previously imposed by an authorized city official in connection with the conduct of a massage establishment.

H. Procedure for suspension or revocation.

1. On determining that grounds for permit revocation exist, the Chief shall furnish written notice of the proposed suspension or revocation to the permittee. Such notice shall set forth the time and place of a hearing, and the ground(s) upon which the proposed suspension or revocation is based. The notice shall be mailed, postage prepaid, addressed to the last known address of the permittee, or shall be personally delivered to the permittee, at least ten (10) days prior to the hearing date.
2. Hearings shall be conducted in accordance with procedures established by the Chief. All parties involved shall have a right to: (1) offer testimonial, documentary and tangible evidence bearing on the issues; (2) be represented by counsel; and (3) confront and cross-examine witnesses. Hearings are not required to be conducted according to technical rules relating to evidence and witnesses. Rules of privilege shall be recognized, and irrelevant and/or unduly repetitious evidence shall be excluded. Any relevant evidence may be admitted that is the sort of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs. Any hearing under this section may be continued for a reasonable time for the convenience of a party or a witness.

3. After holding the hearing in accordance with this section, upon determining that there are sufficient grounds for disciplinary action, the Chief shall impose one of the following penalties:
 - a. A written warning;
 - b. Suspension of the permit for a specified period not to exceed six (6) months;
 - c. Revocation of the permit.

The Chief may, in conjunction with the issuance of a warning or the suspension of a permit, order the permittee to take appropriate corrective action.

11.11.050 RECORD KEEPING:

A. The holder of a massage establishment permit shall maintain:

1. A current, written register of all certified massage therapists and certified massage practitioners providing massage at the establishment, including independent contractors, and each such person's State certificate number, home address, date of hiring, and whether the therapist or practitioner will be performing outcall massages. An amended copy of the written register shall be provided to the Chief within five days of the date of hiring, and upon termination of services, with respect to each massage therapist and practitioner at the establishment. Each register submittal shall be accompanied by a statement, signed by the owner, stating under penalty of perjury under the laws of the State of California that all of the information in the written register is true and correct.

2. A daily, written register, approved in form by the Chief, that includes the name of each client, the assigned room (or location of outcall massage service), the massage therapist or practitioner who treated the client, a description of service(s) performed, the price of the services, including any gratuity or tip, and the date and time of the appointment. The daily register shall be completed by the close of business every day, and shall be available for inspection by any city representative at all times during regular business hours. The daily register shall be considered confidential, not for public review, and may be inspected by the city only as part of a criminal investigation or to determine compliance with this Article. Each daily register shall be retained for at least one year.

B. A massage therapist or practitioner registered pursuant to Section 11.11.030, above, is jointly responsible with the massage establishment permit holder for compliance with subsection A.2 of this section.

11.11.060 HEALTH AND SAFETY REQUIREMENTS:

Each operator of a massage establishment and each registered massage therapist or practitioner shall conduct the massage establishment business in a safe and sanitary manner, and shall:

- A. Comply with all applicable building, fire, safety, health, electrical, plumbing, mechanical, heating and ventilating, and sanitation codes and other laws applicable to the premises;
- B. Provide for the regular removal of garbage and refuse, and the safe storage or removal of flammable materials;
- C. Maintain all equipment used to perform massage services in a safe and sanitary condition, including the regular application of cleansers and bacterial cleaning agents;
- D. Launder all materials furnished for the personal use of the client, such as towels and linens, before each use;
- E. Maintain all bathroom and plumbing fixtures in a sanitary condition, provide hot and cold running water, and comply with sanitation requirements of the county health department;
- F. Provide a wash basin for therapists and employees, located within or as close as practicable to the area devoted to the massage therapy services. Each wash basin shall be equipped with hot and cold running water, soap in a dispenser and sanitary towels. In the case of a massage establishment located in a home, existence of a bathroom meeting this requirement is sufficient;
- G. Provide either a separate room or dressing and locker facilities for each client. However, dressing and undressing may occur in the same room as massage therapy if the client is alone in the room with the door(s) closed and opaque coverings are present on any windows while undressing or dressing. The massage therapist or other clients may not be present in the same room when the client is undressing;
- H. In each room or cubicle where massage is administered, have lighting whenever the area is occupied equivalent to a minimum of an incandescent 25-watt clear-glass light bulb;
- I. For a massage establishment in which the therapist or practitioner is an employee, all massage services shall be paid for in the reception area, and all tips, if any, shall be paid in the reception area. For a massage establishment at which a therapist or practitioner is an independent contractor, all massage services and all tips, if any, may

be paid in the same room where the massage occurred, provided the door to the room is fully open. A massage establishment which is located in a home is exempt from this subsection.

J. Comply with the portions of the Massage Therapy Act (Business and Professions Code § 4608) relating to the requirements that a certificate holder display his or her original certificate wherever he or she provides massage for compensation; and to have his or her identification card in his or her possession while providing massage services for compensation;

K. Comply with the portions of the Massage Therapy Act (Business and Professions Code § 4609(a)) relating to sexual acts, including not allowing certificate holders: to engage in any form of sexual activity on the premises of a massage establishment where massage is provided for compensation, excluding a residence; to engage in sexual activity while providing massage services for compensation; to provide massage of the genitals or anal region; or to provide massage of female breasts without the written consent of the person receiving the massage and a referral from a licensed California health care provider;

L. Comply with the portions of the Massage Therapy Act (Business and Professions Code §§ 4608, 4609, 4611) relating to advertising, including requiring certificate holders: to include the name under which he or she is certified and his or her certificate number in any and all advertising of massage for compensation; to not engage in sexually suggestive advertising related to massage services; to not hold him- or herself out as a certified massage therapist or practitioner, or use terms such as “licensed” or “certified,” that implies that an uncertified person is certified as a massage therapist or practitioner; to not falsely state or advertise or put out any sign or card, or to falsely represent to the public, that any individual is licensed, certified, or registered as a massage therapist or practitioner if that individual is not so certified;

M. Comply with the portions of the Massage Therapy Act (Business and Professions Code § 4609) related to dressing requirements, including dressing while engaged in the practice of massage for compensation, or while visible to clients in a massage establishment, in attire that is not: transparent, see-through, or substantially exposes the certificate holder’s undergarments; swim attire, if not providing a water-based massage modality approved by CAMTC; in a manner that exposes the certificate holder’s breasts, buttocks, or genitals; in a manner that constitutes a violation of § 314 of the Penal Code; or a manner that has been deemed by CAMTC to constitute unprofessional attire; and

N. Not serve or permit the consumption of alcoholic beverages unless the massage establishment has a current and valid ABC license and all required City approvals, nor permit the consumption of any drugs, except pursuant to a valid prescription.

11.11.070 INSPECTIONS:

The Chief may inspect the premises at the time of permitting a massage establishment, and may make periodic, reasonable inspections of the establishment during normal business hours to assure compliance with CAMTC requirements, this Article and applicable fire, health and safety requirements. If any fire, health or safety violations are found, the Chief shall notify the holder of the massage establishment permit in writing. The Chief may give the establishment 10 days to correct the violation(s), or, if the violation(s) presents a danger to public health or safety, close the establishment until the violation(s) is corrected.

11.11.080 HOURS OF OPERATION:

No massage establishment and no registered massage therapist or practitioner may provide massage service between the hours of 9:00 p.m. and 7:00 a.m., unless the massage establishment permit is endorsed to allow different hours, in which case, it shall be a violation of this Article for any massage therapist or practitioner to provide massage during such different hours. Clients and visitors shall be excluded from a massage establishment during the foregoing hours.

11.11.090 DEPARTMENT COORDINATION WITH CAMTC:

The Chief shall designate a person in the police department to coordinate with CAMTC, including maintaining a list of certified therapists and practitioners practicing in the city, maintaining a list of massage establishments operating in the city, receiving notices and information from CAMTC, and notifying CAMTC of any arrest or conviction for violation of Penal Code § 647 or other act punishable as a sexually related crime. (Business and Professions Code § 4614.)

11.11.100 PROPERTY OWNER RESPONSIBILITY:

Any place where lewdness, assignation or prostitution occurs is a public nuisance which may be abated and permanently enjoined, and for which the city may recover damages from the property owner, as well as from the person conducting or maintaining the nuisance. (Penal Code §§ 11225 and 11226.)”

Section 3. Applicability of regulations to existing massage establishments, therapists and practitioners.

(a) Any massage establishment that was validly permitted as of the date of this Ordinance to operate a massage establishment must apply for a massage

establishment permit within forty-five (45) days of the effective date of this Ordinance. Every massage establishment permit issued prior to the effective date of this Ordinance shall be null and void upon the forty-sixth (46th) day from the effective date hereof. Notwithstanding the foregoing, if an application for a massage establishment permit pursuant to this Ordinance is submitted prior to expiration of the current massage establishment permit, the prior permit shall continue in effect until such time as a determination is made by the Chief on the new massage establishment permit application.

(b) Permits for uncertified massage therapists and massage practitioners who are otherwise in compliance with all massage regulations in effect prior to the adoption of this Ordinance, shall continue in effect until their normal expiration, or for ninety (90) days following the effective date of this Ordinance, whichever occurs latest.

Section 4. If any section, subsection, sentence, clause, or phrase of this Ordinance or the Article hereby adopted, is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance and Article. The City Council hereby declares that it would have adopted this Ordinance and Article and each and every section, subsection, sentence, clause or phrase not declared invalid or unconstitutional, without regard to whether any portion of the Ordinance or Article would be subsequently declared invalid or unconstitutional.

Section 5. The City Clerk shall certify to the adoption of this Ordinance.

PASSED AND ADOPTED this _____ day of _____, 2016, by the following called vote:

ALLAN YUNG, M.D.
MAYOR

ATTEST:

VERONICA RUIZ, CMC
CITY CLERK

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

I HEREBY CERTIFY that the foregoing City of San Marino Ordinance No. O-15-1304 was introduced and read by title at a Regular Meeting of the San Marino City Council held on the 9th day of December 2015, and was adopted on second reading at an Adjourned Regular Meeting of the City Council held on the ____ day of _____, 2015 by the following vote:

AYES :
NOES :
ABSENT :
ABSTAIN :

VERONICA RUIZ, CMC
CITY CLERK

City of San Marino AGENDA REPORT



Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

Steven W. Huang, DDS, Council Member

Steve Talt, Council Member

Richard Ward, Council Member

TO: MAYOR AND CITY COUNCIL
FROM: JOHN T. SCHAEFER, CITY MANAGER
BY: [MARK PHILLIPS, ACTING FIRE CHIEF]
DATE: [JANUARY 13, 2016]
SUBJECT: [**CHINESE CLUB DONATION**]

BACKGROUND

[For the past several months the San Marino Chinese Club has participated extensively in our city's Community Emergency Response Team (CERT). They have not only had several members of their club trained in this program, but have made monetary contributions to enhance our portable CERT trailer. The San Marino Fire Department has recently received another donation from the Chinese Club of \$2,500.00 to add specialized emergency equipment to our CERT trailer. This donation was deposited into the city's revenue account (281-34-3601-0000).]

FISCAL IMPACT

[The increase in CERT funding of \$2,500.00]

RECOMMENDATION

[Staff recommends that the Council authorize the City Manager to transfer the San Marino Chinese Club's \$2,500.00 donation from the city's revenue account to the Fire Department's 281-34-4376-0000 account for the purchase of additional CERT equipment.] If Council concurs, the appropriate action would be:

“A motion [to authorize the City Manager to transfer the San Marino Chinese Club's \$2,500.00 donation from the city's revenue account to the fire department's #281-34-4376-0000 account for the purchase of additional CERT equipment.”]

Attachments: [none]

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: LUCY GARCIA, ASSISTANT CITY M ANAGER
JASMIN ELEPANO, ADMINISTRATIVE ANALYST

DATE: JANUARY 13, 2016

SUBJECT: **REJECTION OF ALL BIDS FOR THE LACY PARK
RESTROOM PROJECT (N-15-27)**

Allan Yung, MD, Mayor
Richard Sun, DDS, Vice Mayor
Steven W. Huang, DDS, Council Member
Steve Talt, Council Member
Richard Ward, Council Member

BACKGROUND

The Lacy Park Restroom Project includes furnishing materials and labor for the construction of a 1,100 square foot concrete block, tile roof restroom structure at Lacy Park. The key elements are: (1) Demolition and clearing of existing restroom; (2) Construction of new concrete block and tile roof, men and women restroom (1,100 Sq. Ft.); (3) Furnishing and installing of all interior equipment and materials, e.g. stalls, partitions, counter, windows, interior tile, commodes and all appurtenances, complete; (4) Outside grading and concrete flat work; (5) Utility connections, e.g. water, sewer and electrical; and (6) As an alternate bid, conversion of existing smaller restroom into storage (588 Sq. Ft.).

The project originated from the *Making San Marino Better* list which included Lacy Park Restroom Upgrades. This project and a possible parking lot improvement were budgeted in the previous fiscal year (FY 2014-2015) and funds were carried over to the current fiscal year (FY 2015-2016).

The Lacy Park Restroom Project is being coordinated with the other two projects - the Lacy Park Inner Loop Project and the Lacy Park Playground Improvement Project, also known as *Patrick's Tree*. The City received a partial grant for the inner loop project and was recently completed. The playground project is the result of a concept presented by the Martin Family in honor of their family member. Funds were raised by the Martins to fund the playground project. The playground improvement project is on today's agenda for Council approval for a contract award.

The Lacy Park Restroom Project was posted on Planet Bid on November 4, 2015. Thirty eight registered vendors were notified. A Notice Inviting Bids was also published in the local paper on November 6 and 13, 2015. There were nine prospective bidders that downloaded the bid documents.

The project originally had a due date of November 17, 2015 but was extended for another week. On November 24, 2015 at 11:00 A.M., the bid opening was conducted and three bids were received. The submitted bids ranged from \$418,066.48 to \$625,458.34 for the base bid. The alternate bid item ranged from \$7,500.000 to \$29,715.00. The Engineer's estimate was two hundred fifty dollars (\$250,000.00).

FISCAL IMPACT

Funds are available in the following accounts - account #394-50-4600-5875 for \$100,000 and account #394-50-4600-7027 for \$95,000. The total available funds for this project are \$195,000. As already mentioned, these funds were budgeted in fiscal year 2014-2015 but were carried over for the current fiscal year. There is no fiscal impact at this time since it is being recommended to reject all bids received. No further action is needed except for the approval of the recommended motion. |

RECOMMENDATION

| | If Council concurs, the appropriate action would be:

“A motion |to reject all bids received for the Lacy Park Restroom Project (N-15-27).” |

Attachments: |Bid Summary
|Bid Analysis |

CITY OF SAN MARINO



BIDS RECEIVED

NOTICE INVITING BIDS NO. N-15-27

DATE AUTHORIZED 11/4/2015

BID OPENING DATE & TIME 11/24/2015 @ 11:00 A.M.

FILE NO. FISCAL YEAR 15-16

FOR LACY PARK RESTROOM PROJECT, PROJECT NO. 7027

DEPARTMENT PARK & PUBLIC WORKS DEPARTMENT – STREET DIVISION

NAME & ADDRESS OF BIDDER	DATE RECEIVED	TIME RECEIVED	AMOUNT OF BID	CASHIER'S CHECK OR BID BOND
E.C. Construction 2213 Chico Ave. South El Monte, CA 91733	11/24/15	10:24 AM	\$ 437, 282.00 \$ 7,500.00 (Alt.) <u>\$ 444,782.00</u>	BB – X Add. – X
Omega Contractors 8039 Fulton Ave. No. Hollywood, CA 91605	11/24/15	10:51 AM	\$ 625,458.34 \$ 24,380.00 (Alt.) <u>\$ 649,838.34</u>	BB – X Add. – X
MZN Construction, Inc. 701 N. Harbor Blvd. La Habra, CA 90631	11/24/15	10:56 AM	\$ 418,066.48 \$ 29,715.00 (Alt.) <u>\$ 447,781.48</u>	BB – X Add. - X

BID AWARDED TO _____

DATE BID AWARDED _____

CONTRACT NO. _____ **DATE CONTRACT APPROVED** _____

CITY OF SAN MARINO
LACY PARK RESTROOM PROJECT
BID ANALYSIS

Division No.	Item Description (Furnishing and Install)	E.C. Construction South El Monte, CA		Omega Contractors No. Hollywood, CA		MZN Construction Inc. La Habra, CA	
		Itemized Cost	Division Total Cost	Itemized Cost	Division Total Cost	Itemized Cost	Division Total Cost
1	General Requirements - Clearing and Grubbing		\$ 6,000.00		\$ 52,627.99		\$ 11,080.44
2	Site Work		\$ 64,660.00		\$ 89,457.69		\$ 60,853.44
	Demolition	\$ 14,900.00		\$ 28,508.21		\$ -	
	Site Clearing	\$ 4,500.00		\$ -		\$ -	
	Grading	\$ 10,000.00		\$ 24,202.18		\$ -	
	Site Utilities	\$ 9,600.00		\$ 16,636.67		\$ -	
	Portland Cement Concrete Site Work	\$ 4,200.00		\$ 20,110.63		\$ -	
	Site Furnishings	\$ 13,460.00		\$ -		\$ -	
	Hardscape	\$ 8,000.00		\$ -		\$ -	
	Other Site Work	\$ -		\$ -		\$ -	
3	Concrete Footings/Foundation/Slab		\$ 46,000.00		\$ 27,778.68		\$ 30,946.88
4	Masonry		\$ 25,000.00		\$ 47,564.00		\$ 41,253.44
5	Metals		\$ 13,200.00		\$ 5,439.50		\$ 6,153.44
	Misc. Steel	\$ 13,200.00		\$ 3,714.50		\$ -	
	Other Metals	\$ -		\$ 1,725.00		\$ -	
6	Woods & Plastics		\$ 30,317.00		\$ 61,456.00		\$ 19,873.44
	Rough Carpentry	\$ 15,400.00		\$ 58,351.00		\$ -	
	Interior Finish Carpentry	\$ 8,109.00		\$ 3,105.00		\$ -	
	Other Woods & Plastics	\$ 6,808.00		\$ -		\$ -	
7	Thermal & Moisture Protection		\$ 23,603.00		\$ 25,690.43		\$ 7,808.44
	Flashing and Sheet Metal	\$ -		\$ 2,760.00		\$ -	
	Peel and Stick Flashing	\$ -		\$ -		\$ -	
	Roof Hatches With Safety Pole	\$ -		\$ -		\$ -	
	Other Thermal & Moisture Protection	\$ -		\$ 22,930.43		\$ -	
8	Doors & Windows		\$ 3,110.00		\$ 23,000.00		\$ 19,706.88
	Wrought Iron Door	\$ 2,110.00		\$ 20,125.00		\$ -	
	Finish Hardware	\$ 1,000.00		\$ 2,875.00		\$ -	
9	Finishes		\$ 49,940.00		\$ 99,934.05		\$ 62,635.76
	Metal Framing and Furring	\$ -		\$ -		\$ -	
	Lath & Portland Cement Plaster	\$ -		\$ 8,816.67		\$ -	
	Gypsum Board	\$ -		\$ 18,044.08		\$ -	
	Ceramic Tile	\$ 36,340.00		\$ 59,290.26		\$ -	
	Anti-Graffiti Coating	\$ 9,600.00		\$ 4,761.00		\$ -	
	Painting	\$ 4,000.00		\$ 9,022.04		\$ -	
	Other Finishes	\$ -		\$ -		\$ -	
10	Specialties		\$ 42,512.00		\$ 21,850.00		\$ 21,072.44
	Toilet Partitions	\$ 18,000.00		\$ 9,200.00		\$ -	
	Signage	\$ 512.00		\$ 1,150.00		\$ -	
	Toilet And Bath Accessories	\$ 18,000.00		\$ 11,500.00		\$ -	
	Other Specialties	\$ 6,000.00		\$ -		\$ -	

**CITY OF SAN MARINO
LACY PARK RESTROOM PROJECT
BID ANALYSIS**

11	Equipment		NOT USED		NOT USED		NOT USED
12	Furnishings		NOT USED		NOT USED		NOT USED
13	Special Construction		NOT USED		NOT USED		NOT USED
14	Conveying Systems		NOT USED		NOT USED		NOT USED
15	Mechanical		\$ 81,200.00		\$ 108,560.00		\$ 75,428.44
	Plumbing	\$ -		\$ 108,560.00		\$ -	
16	Electrical		\$ 51,740.00		\$ 62,100.00		\$ 61,253.44
	Rough Electrical	\$ -		\$ 26,450.00		\$ -	
	Finish Electrical	\$ 39,740.00		\$ 26,450.00		\$ -	
	Lighting Fixtures	\$ 12,000.00		\$ 9,200.00		\$ -	
	Other Electrical	\$ -		\$ -		\$ -	
	TOTAL BASE BID PRICE	total	\$ 437,282.00	total	\$ 625,458.34	total	\$ 418,066.48
ALTERNATE BID ITEMS No. 1							
17	Removal of existing toilet, urinals, sinks and other misc. items. Removal of existing interior non-bearing wall. Installation of new lights, stucco, metal doors and patch existing flooring with concrete to level floors as shown on the plans for the existing restroom to storage conversion.	\$ 7,500.00	\$ 7,500.00	\$ 24,380.00	\$ 24,380.00	\$ 29,715.00	\$ 29,715.00
	ADD ALTERNATE	total	\$ 7,500.00	total	\$ 24,380.00	total	\$ 29,715.00
	OVERALL TOTALS		\$ 444,782.00		\$ 649,838.34		\$ 447,781.48

City of San Marino AGENDA REPORT



Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

Steven W. Huang, DDS, Council Member

Steve Talt, Council Member

Richard Ward, Council Member

TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: ALDO CERVANTES,
PLANNING AND BUILDING DIRECTOR
AMANDA MERLO, AICP
ASSOCIATE PLANNER

DATE: JANUARY 13, 2016

SUBJECT: **RESOLUTION R-16-01**
DESIGN REVIEW NO. DRC15-09, 2793 GAINSBOROUGH DRIVE

BACKGROUND

This project was recently before the Planning Commission on appeal from the Design Review Committee. The Planning Commission denied the project on September 23, 2015. The application was for a second-story addition and new two-car garage. The owner filed an appeal of the Planning Commission's decision and it was heard by the Council on December 9, 2015. The Council denied the appeal and denied the project. The Council also agreed to waive the application fee for a future Design Review submittal for this project. Attached is the resolution which reflects the action of the Council on December 9, 2015. |

RECOMMENDATION

Staff recommends the City Council approve Resolution R-16-01. If the City Council concurs, the appropriate action would be:

“A motion to approve Resolution R-16-01.”

Attachments: Resolution No. R-16-01

RESOLUTION NO. R-16-01

A RESOLUTION OF THE CITY OF SAN MARINO CITY COUNCIL DENYING AN APPEAL AND DENYING DRC15-09, A REQUEST TO CONSTRUCT A SECOND STORY ADDITION AND NEW TWO-CAR GARAGE ON THE PROPERTY LOCATED AT 2793 GAINSBOROUGH DRIVE

THE SAN MARINO CITY COUNCIL DOES HEREBY FIND, ORDER, AND RESOLVE AS FOLLOWS:

SECTION 1. An application for Design Review was submitted to the City of San Marino by Wonder Investment Management (USA), Inc. The applicant requests to construct a second-story addition to an existing one-story house and to construct a new detached two-car garage on the property located at 2793 Gainsborough Drive. This requires design review in accordance with Section 23.15.03A of the San Marino City Code. On June 3, 2015 the Design Review Committee denied the project. On September 23, 2015, the Planning Commission denied the project, which was on appeal from the Design Review Committee. The applicant filed an appeal of the Planning Commission's decision within 15 days of said date. On December 9, 2015, the City Council reviewed the project de novo and requested staff to prepare a resolution for denial of the project.

SECTION 2. A legally noticed public hearing before the City Council was conducted on December 9, 2015.

SECTION 3. The City Council received and considered both oral and written testimony during the public hearing from the applicant and members of the community and considered all the evidence in the record of the City's proceedings on the application as well as the evidence received and presented at the hearing. The following facts were presented to the City Council:

- A. The property is located on the north side of Gainsborough Drive, between Palomar Road and Cumberland Road. It is zoned R-1 Single-Family Residential, Area District V. Other surrounding properties are also zoned R-1, Area District V.
- B. The property contains 12,960 square feet of land and is improved with a single-story residence and an attached two-car garage.
- C. Including the subject property, there are 13 properties in the legal neighborhood, seven of which are two-story houses and six of which are one-story houses.
- D. The applicant proposes to construct a second-story addition to an existing one-story house and to construct a new detached two-car garage. The proposed

architectural style is Cape Cod, with materials that include wood siding, used brick wainscoting, a simulated wood shake roof, and aluminum clad windows.

SECTION 4. The City Council hereby makes the following findings:

- A. Section 23.02.22 of the City Code requires that a project must comply with all Code requirements if the value of the proposed project exceeds 50% of the replacement value of the existing house. The cost estimates presented by the applicant lacked a significant amount of information that would be necessary for conducting a thorough analysis of this requirement. Until such information is submitted and evaluated, the City Council cannot make the required finding that the value of the project does not exceed 50% of the replacement value of the existing house. Therefore, the project will require a variance for the existing legal non-conforming front yard setback and no longer meets the Code requirements.

- B. The proposed structure is not compatible with the neighborhood. The proposed addition is also not compatible with the existing building, including the rooflines. The two-story proposal will add too much mass to the house in order to accommodate a six hundred square foot addition. Additionally, the front yard setback being closer to the street than the City Code currently allows compounds the negative impact of the excessive mass of the structure making it incompatible with the surrounding neighborhood. The relatively small amount of additional livable area that is requested can be accommodated in a one-story proposal, which would maintain compatibility with the existing house and neighborhood.

SECTION 5. Based upon the aforementioned findings in Section 4 the City Council hereby denies the appeal and denies Case No. DRC15-09. The Council recognizes that there are a number of alternative designs for the structure that could accomplish the goals of the applicant and make the house compatible with the neighborhood. In order to encourage the applicant to pursue the alternative designs, the Council hereby waives the Design Review Committee application fee for the submittal of new plans for this project.

PASSED, APPROVED AND ADOPTED on this 13th day of January, 2016.

ALLAN YUNG, M.D.
MAYOR

ATTEST:

VERONICA RUIZ, CMC
CITY CLERK

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

I HEREBY CERTIFY that the foregoing Resolution No. R-16-01 was adopted by the City Council of the City of San Marino at a Regular Meeting of the City Council held on the 13th day of January, 2016 by the following vote:

AYES: COUNCIL MEMBERS:

NOES:

ABSTAIN:

ABSENT:

VERONICA RUIZ, CMC
CITY CLERK

City of San Marino AGENDA REPORT



Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

Steven W. Huang, DDS, Council Member

Steve Talt, Council Member

Richard Ward, Council Member

TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: JOHN T. SCHAEFER, CITY MANAGER
STEVE DORSEY, CITY ATTORNEY

DATE: JANUARY 13, 2016

SUBJECT: **INFORMATION ON CHARTER AND GENERAL LAW CITIES**

BACKGROUND

San Marino is a General Law City. At a recent Council Meeting a resident suggested the City should consider becoming a Charter City as an effort to improve its position on a number of matters. Council subsequently asked for a staff report with information comparing General Law and Charter Law Cities.

The attached document from the League of California Cities provides a comparison of General Law and Charter Cities.

In addition to the information provided on the attachment, it is important to note that:

- Even though many planning and zoning laws do not apply to charter cities, the requirement to have a housing element, and that the element be consistent with the general plan, does apply to charter cities.
- While prevailing wages do not apply to Charter Cities, the legislature adopted a statute that precludes cities that do not pay prevailing wages from receiving state grants.
- Being a Charter City does not eliminate the city's obligation to comply with the Meyers-Milias-Brown Act when setting employees' salaries, benefits and working conditions.

FISCAL IMPACT

[None at this time.]

RECOMMENDATION

[That the City Council receive and file this information and/or provide Staff direction should they desire any additional information or action on this matter.]

Attachment: League of Cities Table on General Law and Charter Cities

General Law City v. Charter City

Characteristic	General Law City	Charter City
Ability to Govern Municipal Affairs	Bound by the state's general law, regardless of whether the subject concerns a municipal affair.	Has supreme authority over "municipal affairs." Cal. Const. art. XI, § 5(b).
Form of Government	State law describes the city's form of government. For example, Government Code section 36501 authorizes general law cities be governed by a city council of five members, a city clerk, a city treasurer, a police chief, a fire chief and any subordinate officers or employees as required by law. City electors may adopt ordinance which provides for a different number of council members. Cal. Gov't section 34871. The Government Code also authorizes the "city manager" form of government. Cal. Gov't Code § 34851.	Charter can provide for any form of government including the "strong mayor," and "city manager" forms. See Cal. Const. art. XI, § 5(b); Cal. Gov't Code § 34450 <i>et seq.</i>
Elections Generally	Municipal elections conducted in accordance with the California Elections Code. Cal. Elec. Code §§ 10101 <i>et seq.</i>	Not bound by the California Elections Code. May establish own election dates, rules, and procedures. See Cal. Const. art. XI, § 5(b); Cal. Elec. Code §§ 10101 <i>et seq.</i>
Methods of Elections	Generally holds at-large elections whereby voters vote for any candidate on the ballot. Cities may also choose to elect the city council "by" or "from" districts, so long as the election system has been established by ordinance and approved by the voters. Cal. Gov't Code § 34871. Mayor may be elected by the city council or by vote of the people. Cal. Gov't Code §§ 34902.	May establish procedures for selecting officers. May hold at-large or district elections. See Cal. Const. art. XI, § 5(b).
City Council Member Qualifications	<p>Minimum qualifications are:</p> <ol style="list-style-type: none"> 1. United States citizen 2. At least 18 years old 3. Registered voter 4. Resident of the city at least 15 days prior to the election and throughout his or her term 5. If elected by or from a district, be a resident of the geographical area comprising the district from which he or she is elected. <p>Cal. Elec. Code § 321; Cal. Gov't Code §§ 34882, 36502; 87 Cal. Op. Att'y Gen. 30 (2004).</p>	Can establish own criteria for city office provided it does not violate the U.S. Constitution. Cal. Const. art. XI, § 5(b), 82 Cal. Op. Att'y Gen. 6, 8 (1999).

Characteristic	General Law City	Charter City
Public Funds for Candidate in Municipal Elections	No public officer shall expend and no candidate shall accept public money for the purpose of seeking elected office. Cal. Gov't Code § 85300.	Public financing of election campaigns is lawful. <i>Johnson v. Bradley</i> , 4 Cal. 4th 389 (1992).
Term Limits	May provide for term limits. Cal. Gov't Code § 36502(b).	May provide for term limits. Cal. Const. art. XI, § 5(b); Cal Gov't Code Section 36502 (b).
Vacancies and Termination of Office	An office becomes vacant in several instances including death, resignation, removal for failure to perform official duties, electorate irregularities, absence from meetings without permission, and upon non-residency. Cal. Gov't Code §§ 1770, 36502, 36513.	May establish criteria for vacating and terminating city offices so long as it does not violate the state and federal constitutions. Cal. Const. art. XI, § 5(b).
Council Member Compensation and Expense Reimbursement	Salary-ceiling is set by city population and salary increases set by state law except for compensation established by city electors. See Cal. Gov't Code § 36516. If a city provides any type of compensation or payment of expenses to council members, then all council members are required to have two hours of ethics training. See Cal. Gov't Code §§ 53234 - 53235.	May establish council members' salaries. See Cal. Const. art. XI, § 5(b). If a city provides any type of compensation or payment of expenses to council members, then all council members are required to have two hours of ethics training. See Cal. Gov't Code §§ 53234 - 53235.
Legislative Authority	<p>Ordinances may not be passed within five days of introduction unless they are urgency ordinances. Cal. Gov't Code § 36934.</p> <p>Ordinances may only be passed at a regular meeting, and must be read in full at time of introduction and passage except when, after reading the title, further reading is waived. Cal. Gov't Code § 36934.</p>	May establish procedures for enacting local ordinances. <i>Brougner v. Bd. of Public Works</i> , 205 Cal. 426 (1928).
Resolutions	May establish rules regarding the procedures for adopting, amending or repealing resolutions.	May establish procedures for adopting, amending or repealing resolutions. <i>Brougner v. Bd. of Public Works</i> , 205 Cal. 426 (1928).
Quorum and Voting Requirements	<p>A majority of the city council constitutes a quorum for transaction of business. Cal. Gov't Code § 36810.</p> <p>All ordinances, resolutions, and orders for the payment of money require a recorded majority vote of the total membership of the city council. Cal. Gov't Code § 36936. Specific legislation requires supermajority votes for certain actions.</p>	May establish own procedures and quorum requirements. However, certain legislation requiring supermajority votes is applicable to charter cities. For example, see California Code of Civil Procedure section 1245.240 requiring a vote of two-thirds of all the members of the governing body unless a greater vote is required by charter.

Characteristic	General Law City	Charter City
<p>Rules Governing Procedure and Decorum</p>	<p>Ralph Brown Act is applicable. Cal. Gov't Code §§ 54951, 54953(a).</p> <p>Conflict of interest laws are applicable. See Cal. Gov't Code § 87300 <i>et seq.</i></p>	<p>Ralph Brown Act is applicable. Cal. Gov't Code §§ 54951, 54953(a).</p> <p>Conflict of interest laws are applicable. See Cal. Gov't Code § 87300 <i>et seq.</i></p> <p>May provide provisions related to ethics, conflicts, campaign financing and incompatibility of office.</p>
<p>Personnel Matters</p>	<p>May establish standards, requirements and procedures for hiring personnel consistent with Government Code requirements.</p> <p>May have "civil service" system, which includes comprehensive procedures for recruitment, hiring, testing and promotion. See Cal. Gov't Code § 45000 <i>et seq.</i></p> <p>Meyers-Milias-Brown Act applies. Cal. Gov't Code § 3500.</p> <p>Cannot require employees be residents of the city, but can require them to reside within a reasonable and specific distance of their place of employment. Cal. Const. art. XI, § 10(b).</p>	<p>May establish standards, requirements, and procedures, including compensation, terms and conditions of employment for personnel. See Cal. Const. art. XI, § 5(b).</p> <p>Procedures set forth in Meyers-Milias-Brown Act (Cal. Gov't Code § 3500) apply, but note, "[T]here is a clear distinction between the <i>substance</i> of a public employee labor issue and the <i>procedure</i> by which it is resolved. Thus there is no question that 'salaries of local employees of a charter city constitute municipal affairs and are not subject to general laws.'" <i>Voters for Responsible Retirement v. Board of Supervisors</i>, 8 Cal.4th 765, 781 (1994).</p> <p>Cannot require employees be residents of the city, but can require them to reside within a reasonable and specific distance of their place of employment. Cal. Const. art. XI, section 10(b).</p>
<p>Contracting Services</p>	<p>Authority to enter into contracts to carry out necessary functions, including those expressly granted and those implied by necessity. See Cal. Gov't Code § 37103; <i>Carruth v. City of Madera</i>, 233 Cal. App. 2d 688 (1965).</p>	<p>Full authority to contract consistent with charter.</p> <p>May transfer some of its functions to the county including tax collection, assessment collection and sale of property for non-payment of taxes and assessments. Cal. Gov't Code §§ 51330, 51334, 51335.</p>

Characteristic	General Law City	Charter City
<p>Public Contracts</p>	<p>Competitive bidding required for public works contracts over \$5,000. Cal. Pub. Cont. Code § 20162. Such contracts must be awarded to the lowest responsible bidder. Pub. Cont. Code § 20162. If city elects subject itself to uniform construction accounting procedures, less formal procedures may be available for contracts less than \$100,000. See Cal. Pub. Cont. Code §§ 22000, 22032.</p> <p>Contracts for professional services such as private architectural, landscape architectural, engineering, environmental, land surveying, or construction management firms need not be competitively bid, but must be awarded on basis of demonstrated competence and professional qualifications necessary for the satisfactory performance of services. Cal. Gov't Code § 4526.</p>	<p>Not required to comply with bidding statutes provided the city charter or a city ordinance exempts the city from such statutes, and the subject matter of the bid constitutes a municipal affair. Pub. Cont. Code § 1100.7; see <i>R & A Vending Services, Inc. v. City of Los Angeles</i>, 172 Cal. App. 3d 1188 (1985); <i>Howard Contracting, Inc. v. G.A. MacDonald Constr. Co.</i>, 71 Cal. App. 4th 38 (1998).</p>
<p>Payment of Prevailing Wages</p>	<p>In general, prevailing wages must be paid on public works projects over \$1,000. Cal. Lab. Code § 1771. Higher thresholds apply (\$15,000 or \$25,000) if the public entity has adopted a special labor compliance program. See Cal. Labor Code § 1771.5(a)-(c).</p>	<p>Historically, charter cities have not been bound by state law prevailing-wage requirements so long as the project is a municipal affair, and not one funded by state or federal grants. <i>Vial v. City of San Diego</i>, 122 Cal. App. 3d 346, 348 (1981). However, there is a growing trend on the part of the courts and the Legislature to expand the applicability of prevailing wages to charter cities under an analysis that argues that the payment of prevailing wages is a matter of statewide concern. The California Supreme Court currently has before them a case that will provide the opportunity to decide whether prevailing wage is a municipal affair or whether it has become a matter of statewide concern.</p>

Characteristic	General Law City	Charter City
Finance and Taxing Power	<p>May impose the same kinds of taxes and assessment as charter cities. See Cal. Gov't Code § 37100.5.</p> <p>Imposition of taxes and assessments subject to Proposition 218. Cal. Const. art.XIIIC.</p> <p>Examples of common forms used in assessment district financing include:</p> <ul style="list-style-type: none"> • Improvement Act of 1911. Cal. Sts. & High. Code § 22500 <i>et seq.</i>. • Municipal Improvement Act of 1913. See Cal. Sts. & High. Code §§ 10000 <i>et seq.</i>. • Improvement Bond Act of 1915. Cal. Sts. & High. Code §§ 8500 <i>et seq.</i>. • Landscaping and Lighting Act of 1972. Cal. Sts. & High. Code §§ 22500 <i>et seq.</i>. • Benefit Assessment Act of 1982. Cal. Gov't Code §§ 54703 <i>et seq.</i>. <p>May impose business license taxes for regulatory purposes, revenue purposes, or both. See Cal. Gov't Code § 37101.</p> <p>May not impose real property transfer tax. See Cal. Const. art. XIII A, § 4; Cal. Gov't Code § 53725; <i>but see</i> authority to impose documentary transfer taxes under certain circumstances. Cal. Rev. & Tax. Code § 11911(a), (c).</p>	<p>Have the power to tax.</p> <p>Have broader assessment powers than a general law city, as well as taxation power as determined on a case-by case basis.</p> <p>Imposition of taxes and assessments subject to Proposition 218, Cal. Const. art. XIIIC, § 2, and own charter limitations</p> <p>May proceed under a general assessment law, or enact local assessment laws and then elect to proceed under the local law. See <i>J.W. Jones Companies v. City of San Diego</i>, 157 Cal. App. 3d 745 (1984).</p> <p>May impose business license taxes for any purpose unless limited by state or federal constitutions, or city charter. See Cal. Const. art. XI, § 5.</p> <p>May impose real property transfer tax; does not violate either Cal. Const art. XIII A or California Government Code section 53725. See <i>Cohn v. City of Oakland</i>, 223 Cal. App. 3d 261 (1990); <i>Fielder v. City of Los Angeles</i>, 14 Cal. App. 4th 137 (1993).</p>
Streets & Sidewalks	State has preempted entire field of traffic control. Cal. Veh. Code § 21.	State has preempted entire field of traffic control. Cal. Veh. Code § 21.
Penalties & Cost Recovery	May impose fines, penalties and forfeitures, with a fine not exceeding \$1,000. Cal. Gov't Code § 36901.	May enact ordinances providing for various penalties so long as such penalties do not exceed any maximum limits set by the charter. <i>County of Los Angeles v. City of Los Angeles</i> , 219 Cal. App. 2d 838, 844 (1963).

Characteristic	General Law City	Charter City
Public Utilities/Franchises	<p>May establish, purchase, and operate public works to furnish its inhabitants with electric power. See Cal. Const. art. XI, § 9(a); Cal. Gov't Code § 39732; Cal. Pub. Util. Code § 10002.</p> <p>May grant franchises to persons or corporations seeking to furnish light, water, power, heat, transportation or communication services in the city to allow use of city streets for such purposes. The grant of franchises can be done through a bidding process, under the Broughton Act, Cal. Pub. Util. Code §§ 6001-6092, or without a bidding process under the Franchise Act of 1937, Cal. Pub. Util. Code §§ 6201-6302.</p>	<p>May establish, purchase, and operate public works to furnish its inhabitants with electric power. See Cal. Const. art. XI, § 9(a); <i>Cal. Apartment Ass'n v. City of Stockton</i>, 80 Cal. App. 4th 699 (2000).</p> <p>May establish conditions and regulations on the granting of franchises to use city streets to persons or corporations seeking to furnish light, water, power, heat, transportation or communication services in the city.</p> <p>Franchise Act of 1937 is not applicable if charter provides. Cal. Pub. Util. Code § 6205.</p>
Zoning	<p>Zoning ordinances must be consistent with general plan. Cal. Gov't Code § 65860.</p>	<p>Zoning ordinances are not required to be consistent with general plan unless the city has adopted a consistency requirement by charter or ordinance. Cal. Gov't. Code § 65803.</p>

City of San Marino AGENDA REPORT



TO: MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: LISA BAILEY, FINANCE DIRECTOR

DATE: JANUARY 13, 2016

SUBJECT: **ORDINANCE O-15-1301 - AUTHORIZING AN
AMENDMENT TO PERS CONTRACT (SECOND READING)**

Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

Steven W. Huang, DDS, Council Member

Steve Talt, Council Member

Richard Ward, Council Member

BACKGROUND

The City negotiated a Memorandum of Understanding (MOU) with the General Employees for the period beginning July 1, 2014. That MOU included the provision of the Fourth Level of 1959 Survivor Benefits for which the employees shall contribute \$2 per month, and the City shall contribute \$4 per month per employee. Any increases in premium above \$4 shall be borne by the employees.

At its October 14, 2015 meeting, the Council adopted a Resolution of Intention to Approve an Amendment to the Contract Between the Board of Administration California Public Employee's Retirement System and the City Council of the City of San Marino. CalPERS now requires that the Council adopt the attached Ordinance No. O-15-1301 to amend the contract. At its November 11, 2015 meeting the City Council introduced on first reading attached Ordinance No. O-15-1301 to amend the contract. At its December 9, 2015 meeting Councilmember Talt requested that the contract be updated to include the Police 2% at 57 Tier. PERS has since added that and the Miscellaneous 2% at 62 Tier.

FISCAL IMPACT

Because the City is in a pooled plan and the plan is overfunded for this benefit, it is anticipated that there will be no fiscal impact for the first five years after the amendment. Thereafter the City will pay \$4 per month per employee or \$1,392 per year. Any increases in cost above this amount will be borne by the employees.

RECOMMENDATION

Staff recommends the adoption of Ordinance No. O-15-1301 on second reading. If Council concurs, the appropriate action would be:

"A motion to adopt Ordinance No. O-15-1301."

Attachments: Ordinance No. O-15-1301

Exhibit A - Amendment to the Contract Between the Board of Administration California
Public Employee's Retirement System and the City Council of the City of San Marino

ORDINANCE NO. O-15-1301

**AN ORDINANCE OF THE CITY OF SAN MARINO AUTHORIZING AN
AMENDMENT TO THE CONTRACT BETWEEN THE CITY OF SAN MARINO
AND THE BOARD OF ADMINISTRATION OF THE CALIFORNIA PUBLIC
EMPLOYEES' RETIREMENT SYSTEM**

**THE CITY COUNCIL OF THE CITY OF SAN MARINO DOES ORDAIN AS
FOLLOWS:**

Section 1. That an amendment to the contract between the City Council of the City of San Marino and the Board of Administration, California Public Employees' Retirement System is hereby authorized, a copy of said amendment being attached hereto, marked Exhibit "A", and by such reference made a part hereof as though herein set out in full.

Section 2. The Mayor of the City of San Marino is hereby authorized, empowered, and directed to execute said amendment for and on behalf of said Agency.

Section 3. This ordinance shall take effect one (1) day after its adoption, and prior to the expiration of 15 days from the passage thereof shall be published in the San Marino Tribune, a newspaper of general circulation, published and circulated in the City of San Marino and thenceforth and thereafter the same shall be in full force and effect.

PASSED, APPROVED AND ADOPTED THIS 13th DAY OF JANUARY, 2016.

ALLAN YUNG, M.D.
MAYOR

ATTEST:

VERONICA RUIZ, CMC
CITY CLERK

APPROVED AS TO FORM:

STEVEN L. DORSEY, CITY ATTORNEY

Ordinance No. O-15-1301

Page 2 of 2

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

I HERBY CERTIFY that the foregoing Ordinance No. O-15-1301, was introduced at a Regular Meeting of the City Council held on the 12th day of November, 2015, and was approved and adopted at a Regular Meeting of the City Council held on the 13th day of January, 2016, by the following vote:

AYES: COUNCIL MEMBERS:

NOES:

ABSENT:

ABSTAIN:

VERONICA RUIZ, CMC
CITY CLERK



California
Public Employees' Retirement System

AMENDMENT TO CONTRACT

Between the
Board of Administration
California Public Employees' Retirement System
and the
City Council
City of San Marino

The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective July 1, 1950, and witnessed May 24, 1950, and as amended effective July 1, 1954, July 1, 1959, December 1, 1972, January 1, 1976, October 1, 1984, January 16, 1986, September 16, 1993, June 10, 2000, April 14, 2001, July 15, 2006, May 31, 2010, July 1, 2012, November 18, 2012 and October 6, 2013 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 17 are hereby stricken from said contract as executed effective October 6, 2013, and hereby replaced by the following paragraphs numbered 1 through 19 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for classic local miscellaneous members entering membership in the miscellaneous classification on or prior to July 1, 2012, age 60 for classic local miscellaneous members entering membership for the first time in the miscellaneous classification after July 1, 2012, age 62 for new local miscellaneous members, age 50 for classic local fire members entering membership in the fire classification on or prior to July 15, 2006 and for those classic local police members entering membership in the police classification on or prior to November 18, 2012, age 55 for classic local fire members entering membership for the first time in the fire classification after July 15, 2006 and for those classic local police members entering membership for the first time in the police classification after November 18, 2012 and age 57 for new local fire members and new local police members.

2. Public Agency shall participate in the Public Employees' Retirement System from and after July 1, 1950 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.
3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:
 - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
 - (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.
 - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
 - a. Local Fire Fighters (herein referred to as local safety members);
 - b. Local Police Officers (herein referred to as local safety members);
 - c. Employees other than local safety members (herein referred to as local miscellaneous members).

5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:

NO ADDITIONAL EXCLUSIONS

6. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member entering membership in the miscellaneous classification on or prior to July 1, 2012 shall be determined in accordance with Section 21354 of said Retirement Law (2% at age 55 Full).
7. The percentage of final compensation to be provided for each year of credited current service as a classic local miscellaneous member entering membership for the first time with this agency in the miscellaneous classification after July 1, 2012 shall be determined in accordance with Section 21353 of said Retirement Law (2% at age 60 Full).
8. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Full).
9. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local fire member entering membership in the fire classification on or prior to July 15, 2006 and for those classic local police members entering membership in the police classification on or prior to November 18, 2012 shall be determined in accordance with Section 21362.2 of said Retirement Law (3% at age 50 Full).
10. The percentage of final compensation to be provided for each year of credited current service as a classic local fire member entering membership for the first time with this agency in the fire classification after July 15, 2006 shall be determined in accordance with Section 21363.1 of said Retirement Law (3% at age 55 Full).
11. The percentage of final compensation to be provided for each year of credited current service as a classic local police member entering membership for the first time with this agency in the police classification after November 18, 2012 shall be determined in accordance with Section 21369 of said Retirement Law (2% at age 55 Full).
12. The percentage of final compensation to be provided for each year of credited prior and current service as a new local police member shall be determined in accordance with Section 7522.25(b) of said Retirement Law (2% at age 57 Full).

13. The percentage of final compensation to be provided for each year of credited prior and current service as a new local fire member entering membership in the fire classification on or prior to October 6, 2013 shall be determined in accordance with Section 7522.25(d) of said Retirement Law (2.7% at age 57 Full).
14. The percentage of final compensation to be provided for each year of credited current service as a new local fire member entering membership for the first time with this agency in the fire classification after October 6, 2013 shall be determined in accordance with Section 7522.25(b) of said Retirement Law (2% at age 57 Full).
15. Public Agency elected and elects to be subject to the following optional provisions:
 - a. Sections 21624 and 21626 (Post-Retirement Survivor Allowance).
 - b. Section 20042 (One-Year Final Compensation) for classic local fire members, classic local miscellaneous members entering membership on or prior to July 1, 2012 and for those classic local police members entering membership on or prior to November 18, 2012.
 - c. Section 21573 (Third Level of 1959 Survivor Benefits) for local police members.
 - d. Section 20475 (Different Level of Benefits). Section 21363.1 (3% @ 55 Full formula) is applicable to classic local fire members entering membership for the first time with this agency in the fire classification after July 15, 2006.

Section 21353 (2% @ 60 Full formula) and Section 20037 (Three-Year Final Compensation) are applicable to classic local miscellaneous members entering membership for the first time with this agency in the miscellaneous classification after July 1, 2012.

Section 21369 (2% @ 55 Full formula) and Section 20037 (Three-Year Final Compensation) are applicable to classic local police members entering membership for the first time with this agency in the police classification after November 18, 2012.

Section 7522.25(b) (2% @ 57 Full formula) is applicable to new local fire members entering membership for the first time with this agency in the fire classification after October 6, 2013.

- e. Section 20903 (Two Years Additional Service Credit).
 - f. Section 21574 (Fourth Level of 1959 Survivor Benefits) for local miscellaneous members and local fire members.
16. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members and local safety members of said Retirement System.
17. Public Agency shall also contribute to said Retirement System as follows:
- a. Contributions required per covered member on account of the 1959 Survivor Benefits provided under Section 21573 of said Retirement Law. (Subject to annual change.) In addition, all assets and liabilities of Public Agency and its employees shall be pooled in a single account, based on term insurance rates, for survivors of all local police members.
 - b. Contributions required per covered member on account of the 1959 Survivor Benefits provided under Section 21574 of said Retirement Law. (Subject to annual change.) In addition, all assets and liabilities of Public Agency and its employees shall be pooled in a single account, based on term insurance rates, for survivors of all local miscellaneous members and local fire members.
 - c. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
 - d. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
18. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.

19. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the _____ day of _____, _____.

BOARD OF ADMINISTRATION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

CITY COUNCIL
CITY OF SAN MARINO

BY _____
RENEE OSTRANDER, CHIEF
EMPLOYER ACCOUNT MANAGEMENT DIVISION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
PRESIDING OFFICER

Witness Date

Attest:

Clerk

City of San Marino AGENDA REPORT



Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

Steven W. Huang, DDS, Council Member

Steve Talt, Council Member

Richard Ward, Council Member

TO: MAYOR AND CITY COUNCIL
FROM: JOHN T. SCHAEFER, CITY MANAGER
BY: PADDY M. TABER, ADMINISTRATIVE ANALYST
DATE: JANUARY 13, 2016
SUBJECT: **AWARD OF CONTRACT RELATED TO THE
OLD MILL RESTORATION GRANT**

BACKGROUND

On January 22, 2015, the City received a letter from the Los Angeles County Regional Park and Open Space District notifying the City that its application had been selected as a recipient of the 2015 Competitive Excess Funds Grant Program. The City was awarded \$100,000 from the County towards restoration improvements at the Old Mill. A matching amount of 25% or \$25,000 was required as part of the grant application. The breakdown of the matching amount is \$10,000 from the City, \$10,000 from the Old Mill Foundation and the remaining \$5,000 designated as administration time (in-kind) provided by City staff.

The Old Mill is a California designated historical facility built in 1816. The facility is owned by the City and operated in conjunction with the Old Mill Foundation. In 2016, the Old Mill will celebrate its 200th anniversary, providing a perfect opportunity to address many needed preservation/restoration improvements. Working with the Old Mill Foundation, staff identified areas of the facility that would greatly benefit from an award of funds under this grant. The restoration improvements include damaged interior and exterior walls (damage caused by water), electrical upgrades to the office, refinishing gallery flooring, repairing broken and uneven pavers, roof repair, and the cornice repair. (The cornice is decorative roof molding that is located around the parameter of the roof.)

Staff prepared a request for proposal inviting restoration firms that specialized in historically designated buildings to bid on the project. A mandatory walk through of the facility was conducted on October 21, 2015. Six firms attended the walk through.

The bid closed on November 2, 2015. At the bid opening held in the City Hall Chambers at 11 am on November 2, 2015, one bid was received in the amount of two hundred and nine thousand, eight hundred dollars (\$209,800). The bid was submitted by Eagle Restoration of Arcadia, California. Eagle Restoration has extensive repertoire of restoration work that includes the California Mission(s) San Miguel and San Luis Obispo, the Ambassador Hotel, Rancho los Cerritos. Eagle Restoration's work on the Sprekels Organ Pavilion project (San Diego) resulted in the firm receiving of the Governor's California Historic Preservation Award.

City staff, along with Old Mill Foundation President John Quinn, met with representatives of Eagle Restoration to discuss how to bridge the gap between the submitted proposal amount of \$208,900 and the amount of available grant funds under the proposed restoration contract (\$110,000). At the meeting, representatives from Eagle Restoration identified the most essential restoration needs based on the scope of work and refined the project to prioritize repairs that were achievable given the \$110,000 budget. |

FISCAL IMPACT

| The total funds available for the Old Mill grant project are \$120,000 (not including in-kind). As such, assuming the recommended contract herein of \$110,000 to Eagle Restoration, and assuming another \$6,606 which will be utilized for the security/alarm system; \$430 for plumbing work, and \$2,964 for contingencies thereof, there is no negative fiscal impact to the City.

RECOMMENDATION

| | If Council concurs, the appropriate action would be:

“A motion to | reject the original bid submittal of \$209,800 from Eagle Restoration of Arcadia, CA for the Old Mill Restoration Project;

A motion to award contract services to Eagle Restoration of Arcadia, CA in the amount of \$110,000 with an additional \$2,964 for contingencies for the Old Mill Restoration Project.” |

Attachments: | None. |

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: LUCY GARCIA, ASSISTANT CITY MANAGER
DEAN WERNER, PARKS AND PUBLIC WORKS MANAGER

DATE: JANUARY 13, 2016

SUBJECT: **ACCEPTANCE AND AUTHORIZATION TO FILE
THE NOTICE OF COMPLETION FOR HUNTINGTON DRIVE
TREE IRRIGATION RETROFIT PROJECT**

Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

*Steven W. Huang, DDS, Council
Member*

Steve Talt, Council Member

Richard Ward, Council Member

BACKGROUND:

On September 9, 2015, the City Council awarded contract to E.C Construction of So El Monte CA in the amount of \$44,831.00 for the Huntington Drive Tree Irrigation Retrofit Project. The project included placement of irrigation to 263 trees, digging and capping approximately 1157 sprinkler heads, filters and installation of 29,640 linear feet of drip tubing around the trees.

The project is now complete. There were no change orders. All punch list items were addressed and installation is complete.

FISCAL IMPACT:

The construction costs were \$44,831. The City supplied the materials for the project and the costs of the materials were \$14,918.28, bringing the total cost of the project to \$59,749.28. Project savings were achieved by not having to install PVC piping to every tree. There were some funds available and transferred—an estimated \$75,000 in water savings through the grounds water utility under account number 101-52-4500-9460-- to accommodate some of the project costs. An additional \$24,942 was appropriated from the City Council to enable \$99,942 from the account 394-52-4500-9245 for the completion of the project.

RECOMMENDATION:

Staff recommends the City Council accept and authorize the city clerk to file the Notice of Completion for the Huntington Drive Tree Irrigation Retrofit Project. If Council concurs, the appropriate action would be:

“A motion to accept the Huntington Drive Tree Irrigation Retrofit Project as complete and authorize the City Clerk to file the Notice of Completion.”

Attachment: Notice of Completion

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO

Name: CITY OF SAN MARINO
Street: 2200 Huntington Dr.
Address: San Marino, CA 91108-2591
City &
State

SPACE ABOVE THIS LINE FOR RECORDER'S USE

Free recording requested pursuant to Government Code §6103 & 27383

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. (See reverse side for complete requirements.)

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property herein described:
 2. The full name of the owner is CITY OF SAN MARINO
 3. The full address of the owner is 2200 Huntington Dr., San Marino, CA 91108-2591
 4. The nature of the interest or estate of the owner is: In fee.
- (If other than fee, strike "In fee" and insert, for example "purchaser under contract of purchase," or "lessee")
5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or tenants in common are:
NAMES ADDRESSES
None
- The full names and full addresses of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work or improvements herein referred to:
NAMES ADDRESSES
None
6. Work of improvement on the roadway hereinafter described was completed on November 13, 2015. The work done was: Irrigation retrofit around the median trees
 7. The name of the contractor, if any, for such work of improvement was E.C Construction of So El Monte, California
September 22, 2015
(If no contractor for work of improvement as a whole, insert "none".) (Date of Contract)
 8. The property on which said work of improvement was completed is in the City of San Marino County of Los Angeles, State of California, and is described as follows: Irrigation of 263 trees, digging and capping 1,157 sprinkler heads and placing 29,640 linear feet of drip tubing around the trees...
 9. The street address of said property is None
(If no street address has been officially assigned insert "none.")

Date: January 13, 2016

Signature of owner or corporate officer of owner named in paragraph 2 or his agent
John Schaefer, City Manager, City of San Marino

VERIFICATION

I, the undersigned say: I am the City Manager of the declarant of the foregoing Notice of Completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on January 13, 2016, at San Marino, California.
(Date of signature) (City where signed)

(Personal signature of the individual who is swearing that the contents of the Notice of Completion are true)
John Schaefer, City Manager, City of San Marino

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: LUCY GARCIA, ASSISTANT CITY MANAGER
DEAN WERNER, PARKS AND PUBLIC WORKS MANAGER

DATE: JANUARY 13, 2016

SUBJECT: **ACCEPTANCE AND AUTHORIZATION TO FILE**
THE NOTICE OF COMPLETION FOR THE LACY PARK LOOP
ROAD REHABILITATION PROJECT (PROJECT NO. 3350)

Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

Steven W. Huang, DDS, Council Member

Steve Talt, Council Member

Richard Ward, Council Member

BACKGROUND

On July 8, 2015, the City Council awarded contract to E.C Construction of South El Monte, CA for the Lacy Park Loop/ Road Rehabilitation Project in the amount of \$215,909.75. The project included cold milling, 31,124 square feet of asphalt, 4,882 lineal feet of curb and gutter, 775 tons of asphalt, and six infiltration basins around the perimeter of the loop.

The Lacy Park Loop Road Rehabilitation Project is now complete. There were change orders authorized by the City during the installation of the project in the amount of \$34,863.00 for unforeseen curb and gutter work. In addition, in relation to the curb and gutter, other asphalt and grading work (totaling \$27,660) was required.

The construction challenges associated with this project included raising the curb and gutter on the outer loop by 2 inches to ensure the grade is flush with the landscape. Further, the project required moving the curb eight inches to enable the establishment of the loop without disruption to existing water mains, valves and irrigation. Many of the water lines discovered by the contractor and staff during the installation of the project were simply not known to the City (given the lack of as built and/or the age of the park); hence, additional engineering and materials resulted.

While staff normally includes project contingencies for unexpected construction possibilities, the original award of contract or staff's recommendation did not take contingencies into consideration; as such, the project quickly absorbed all the monies available under the budget (\$235,000 under accounts # 394-50-4600-3350 and # 101-44-4399-0000) and required transfers from other capital project savings to complete the loop.

All punch list items relative to this Lacy Park Loop/ Road Rehabilitation Project have since been addressed and the installation is now complete.

FISCAL IMPACT

The construction costs with change orders were \$278,432.75 and the engineering costs were \$39,730, bringing the total costs of this project to \$318,162.75. The total amount of funds available for this project was \$235,000 under account 394-50-4600-3350 (\$200,000) and \$35,000 from NPDES under account 101-44-4399-0000 (\$35,000). In addition, the City Manager authorized a transfer of \$76,266 from account 394-48-4600-9271 (Rehab Various Streets) to cover the remaining estimated expenses—after change orders--- associated with this project.

There are no additional appropriations necessary at this time to proceed with final retention payments to the contractor and/or for other project-related costs.

Meanwhile, it should be noted at least \$5,000 of the construction project costs will be offset by the Rubberized Asphalt Grant Funds granted to the City under Cal Recycle for the current fiscal year.

RECOMMENDATION

Staff recommends that the City Council accept and authorize the city clerk to file the Notice of Completion for the Lacy Park Loop Road Rehabilitation (Project No. 3350). If Council concurs, the appropriate action would be:

“A motion to accept the Lacy Park Loop Road Rehabilitation Project as complete and authorize the City Clerk to file the Notice of Completion.”

Attachment: Notice of Completion

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO

Name: CITY OF SAN MARINO
Street: 2200 Huntington Dr.
Address: San Marino, CA 91108-2591
City &
State

SPACE ABOVE THIS LINE FOR RECORDER'S USE

Free recording requested pursuant to Government Code §6103 & 27383

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. (See reverse side for complete requirements.)

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property herein described:
 2. The full name of the owner is CITY OF SAN MARINO
 3. The full address of the owner is 2200 Huntington Dr., San Marino, CA 91108-2591
 4. The nature of the interest or estate of the owner is: In fee.
- (If other than fee, strike "In fee" and insert, for example "purchaser under contract of purchase," or "lessee")
5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:
NAMES ADDRESSES
None
- The full names and full addresses of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work or improvements herein referred to:
NAMES ADDRESSES
None
6. Work of improvement on the roadway hereinafter described was completed on October 30, 2015. The work done was: Lacy Park asphalt road rehabilitation
 7. The name of the contractor, if any, for such work of improvement was E.C Construction of So El Monte, California
July 8, 2015
(If no contractor for work of improvement as a whole, insert "none".) (Date of Contract)
 8. The property on which said work of improvement was completed is in the City of San Marino County of Los Angeles, State of California, and is described as follows: 31,124 sqft of asphalt, cold milled, 4882 lineal feet of curb & gutter, 775 tons of asphalt.
 9. The street address of said property is None
(If no street address has been officially assigned insert "none.")

Date: January 13, 2016

Signature of owner or corporate officer of owner named in paragraph 2 or his agent
John Schaefer, City Manager, City of San Marino

VERIFICATION

I, the undersigned say: I am the City Manager of the declarant of the foregoing Notice of Completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on January 13, 2016, at San Marino, California.
(Date of signature) (City where signed)

(Personal signature of the individual who is swearing that the contents of the Notice of Completion are true)
John Schaefer, City Manager, City of San Marino

City of San Marino AGENDA REPORT



Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

Steven W. Huang, DDS, Council Member

Steve Talt, Council Member

Richard Ward, Council Member

TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: VERONICA RUIZ, CITY CLERK

DATE: JANUARY 13, 2016

SUBJECT: **COUNCIL LIST OF DELEGATES AND ALTERNATES
TO LOCAL AND REGIONAL COMMISSIONS AND
COMMITTEES**

BACKGROUND

When the City Council reorganizes, it is necessary to revise the Council Delegates and Alternates List. In some cases, the bylaws of various groups require that the Delegate be the Mayor, and the Alternate Delegate be the Vice Mayor. Traditionally, the Mayor with the consent of the Council proposes the assignments to the various committees.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that Council review the proposed list of assignments, suggest whatever changes are necessary, and then approve the assignments. If Council concurs, the appropriate action would be:

“A motion to approve the Council List of Delegates and Alternates to agency boards, commissions and City activities for 2016.”

Attachments: Council Delegates and Alternates List
Council Delegate Roster Summary

**CITY OF SAN MARINO
COUNCIL DELEGATES AND ALTERNATES
2016**



A. OTHER AGENCIES

* 1. **LOS ANGELES COUNTY SANITATION DISTRICT (M)**

1955 Workman Mill Road Meetings: 4th Wednesday
Whittier, CA 90607-4998 1:30 P.M.
(562) 699-7411

Delegate: ~~E. Sun~~ Yung Alternate: ~~Yung~~ R. Sun

* 2. **LOS ANGELES COUNTY CITY SELECTION COMMITTEE (M)**

500 West Temple Street Meetings: 1st Thursday
Los Angeles, CA 90012 In conjunction with League
(213) 974-1431

Delegate: ~~E. Sun~~ Yung Alternate: ~~Yung~~ R. Sun

* 3. **LEAGUE OF CALIFORNIA CITIES, So. California Office (M)**

602 E. Huntington Drive Meetings: 1st Thursday
Monrovia, CA 91016 7:00 P.M. (Dinner)
(626) 305-1315 (Dark in July)

Delegate: ~~E. Sun~~ Yung Alternate: ~~Yung~~ R. Sun

4. **CALIFORNIA JOINT POWERS INSURANCE AUTHORITY (M)**

8081 Moody Street Meetings: 4th Wednesday
La Palma, CA 90623 7:30 P.M.
(310) 467-8700

Delegate: Ward Alternate: ~~R. Sun~~ Talt

* 5. **SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS (M)**

Southern California Edison CTAC Office
6090 North Irwindale Avenue Meetings: 3rd Thursday
Irwindale, CA 91706 6:00 P.M.
(626) 457-1800

Delegate: ~~E. Sun~~ Yung Alternate: ~~Yung~~ R. Sun

6. **METROPOLITAN TRANSIT AUTHORITY (MTA) SECTOR BOARD**

3369 Santa Anita
 El Monte, CA 91731
 (626) 454-2810

Meetings: 2nd Monday
 5:00 P.M.

Delegate: ~~YungTalt~~ Alternate: ~~R. SunHuang~~

7. **SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG)**

818 W. 7th Street, 12th Floor
 Los Angeles, CA 90017
 213-236-1993 (phone)
 213-236-1816 (fax)

General Assembly Meeting: May, 2016
 in Palm Desert, CA

Delegate: ~~R. SunHuang~~ Alternate: ~~YungTalt~~

B. **CITY ACTIVITIES**

Delegate

Alternate

- | | | | |
|-----|---|------------------------|------------------------|
| 8. | Chamber of Commerce (M)
4th Tuesday of each month - 8:30 A.M. | E. SunTalt | R. SunHuang |
| 9. | Library Board (L)
4 th Monday of each month - 7:30 A.M. | Ward | R. SunTalt |
| 10. | Library Foundation (L)
1 st Tuesday of each month – 7:30 A.M. | Ward | R. SunHuang |
| 11. | Design Review Committee (L)
1st and 3rd Wednesday each month - 7:00 P.M. | Ward | R. SunTalt |
| 12. | Planning Commission (L)
4th Wednesday each month - 7:00 P.M. | YungR. Sun | R. SunHuang |
| 13. | Recreation Commission (L)
Quarterly – 7:00 P.M. | YungTalt | Ward |
| 14. | School Foundation (L)
3rd Wednesday each month - 7:30 P.M. | R. SunHuang | Ward |
| 15. | Budget & Finance (W)
As Scheduled | YungTalt | KneierYung |
| 16. | Traffic Advisory Commission (L)
Third Monday each month – 7:00 P.M. | R. SunHuang | YungR. Sun |

	17.	Legislation	Kneier Ward	R. Sun Talt
	18.	Neighborhood Watch (A) As Scheduled	YungHuang	R. Sun
	19.	Historical Society (M)	YungTalt	WardHuang
	20.	City Wide Landscape Committee (L) As Scheduled	Kneier R. Sun	YungWard
	* 21.	Old Mill Foundation (M)	E. Sun Yung	YungR. Sun
	* 22.	Huntington Library (L) As Scheduled	E. Sun Yung	YungR. Sun
	24.	710 Freeway (L) As Scheduled	R. Sun	E. Sun Yung

C. OTHER LIAISON'S

	25.	Metropolitan Water District Board (John Morris)	WardHuang	YungTalt
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(M) MEMBER
(L) LIAISON
(W) WATCHDOG

* Designates those assignments that must be the Mayor, or the Mayor and Vice Mayor.

Revised: January 13, 2016

COUNCIL DELEGATE ROSTER

Following each municipal election, the Mayor appoints City Council representatives to serve on certain boards and committees. The following is a list of the assignments, a brief explanation of the board or committee:

LOS ANGELES COUNTY SANITATION DISTRICT - The Sanitation Districts are a partnership of 24 independent special districts serving about 5.2 million people in Los Angeles County. The Sanitation Districts' service area covers approximately 800 square miles and encompasses 78 cities and unincorporated territory within the County.

The Sanitation Districts construct, operate, and maintain facilities to collect, treat, recycle, and dispose of wastewater and industrial wastes. Individual districts operate and maintain their own portions of the collection system. The agency also provides for the management of solid wastes including disposal, transfer operations, materials recovery, and energy recovery. Local jurisdictions are responsible for the collection of wastewater through local sewers and the collection of solid waste.

The 24 districts work cooperatively under a Joint Administration Agreement with one administrative staff headquartered near the City of Whittier. Each Sanitation District has a separate Board of Directors consisting of the mayor of each city within that District and the Chair of the Board of Supervisors for county unincorporated territory.

LOS ANGELES COUNTY CITY SELECTION COMMITTEE - Organized by the County of San Bernardino, this committee meets to appoint public officials to serve as the county representative for various assignments such as the League of California Cities, SCAG, and LAFCO. This committee meets infrequently on an as-needed basis. The Mayor may designate one representative and one alternate. There is no staff representative.

LEAGUE OF CALIFORNIA CITIES - The League provides information services to each member city and functions as the principal city lobbying organization, established to strengthen the role and capacity of California's municipal governments. The Los Angeles County Division is one of fifteen divisions which comprise of League membership.

At the annual conference, held each Fall, the League appoints local government officials to policy committees, which deal with such areas as: administrative services; community services; employee relations; environmental quality; housing, community, and economic development; public safety; revenue and taxation; and transportation and public works. Each policy committee has both division representatives, appointed by local government officials from each division, and at-large members, appointed by the President of the League of California Cities.

CALIFORNIA JOINT POWER INSURANCE AUTHORITY (CJPIA) - The CJPIA was created by the members, for the members. When the insurance industry abandoned cities in the mid-1970s, a group of 33 progressive cities joined together to form the CJPIA for the purpose of providing liability protection for its members. Today the CJPIA is one of the largest municipal self-insurance pools in the state.

A Board of Directors, consisting of one elected official appointed by each Member Agency, governs the CJPIA. The Board elects a President, Vice President and seven Members of the Executive Committee, which meets monthly to supervise and conduct Authority affairs.

SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS (SGVCOG) - Organized under a joint powers agreement, the SGVCOG was established to promote joint and cooperative action toward the solution of problems common to the cities in the San Gabriel Valley (e.g. transportation management and financing, air quality, and regional economic development).

METROPOLITAN TRANSIT AUTHORITY (MTA) SECTOR BOARD - In response to the arguments made over transit zones, the MTA Board created service sectors on [September 26, 2002](#). There are six service sectors: [Gateway Cities](#), [San Fernando Valley](#), [San Gabriel Valley](#), [South Bay](#), and [Westside/Central](#) for bus service, and [Metro Rail Operations](#) for rail service. The bus service sectors each have a Governance Council that oversees the bus routes operating out of each yard and has the responsibility to plan service in each sector within a certain budget. The service sectors are designed to be more responsive to community input.

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) - SCAG is the nation's largest metropolitan planning organization, representing six counties, 189 cities and more than 19 million residents. SCAG undertakes a variety of planning and policy initiatives to encourage a more sustainable Southern California now and in the future.

CITY BOARDS AND COMMISSIONS

PLANNING COMMISSION: The Planning Commission, consisting of five members appointed by the City Council, serves as a tribunal for all requests for zoning variances and conditional use permits. The Commission is the first line of defense in protecting the physical character of the City.

DESIGN REVIEW COMMITTEE: The Design Review Committee consists of five regular members and one alternate and are appointed by the City Council. Their role is to carefully review new and remodeled structures to ensure architectural compatibility with the neighborhood.

RECREATION COMMISSION: The Recreation Commission, appointed by the City Council, is represented by various members of the community, including residents and school board, city council, and student liaisons. These members meet quarterly at Stoneman School to advise the City Council and the Recreation Department on the recreational and community needs of San Marino.

LIBRARY BOARD OF TRUSTEES: The Library Board of Trustees is appointed by the City Council in accordance of the State of California Education Code. The Board consists of 5 members and 2 alternate members. Appointed for three year terms, they meet monthly in the Thornton Room in the Crowell Public Library.

TRAFFIC ADVISORY COMMISSION: Established by Resolution No. 0-01-1152, the Traffic Commission serves as an advisory board to the City Council with respect to traffic, parking and transportation matters. The Commission consists of five members and one alternate, each serving four year terms.

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: VERONICA RUIZ, CITY CLERK

DATE: [JANUARY 13, 2016]

SUBJECT: **AWARD OF CONTRACT – CITYWIDE RECORDS
MANAGEMENT PLAN AND RETENTION SCHEDULE**

Allan Yung, MD, Mayor
Richard Sun, DDS, Vice Mayor
Steven W. Huang, DDS, Council Member
Steve Talt, Council Member
Richard Ward, Council Member

BACKGROUND

The regulations for retaining and eventually destroying public records are governed by various State and Federal statutes. Keeping track of the time periods for retaining specific records can be difficult for a city, especially when a records retention schedule has not been adopted as is the case of San Marino. A records retention and destruction schedule is a key component of a records management program. Effective records management provides for the efficient and economical management of public records and ensures records are retained until they no longer have administrative, fiscal or legal value.

Staff published an Invitation to Quote (ITQ) for a Citywide Records Management Plan and Retention Schedule, and four proposals were received. The proposals were evaluated based on criteria set forth in the ITQ. Based upon the evaluation, which is summarized below, Kaizen InfoSource proposed the best combination of qualifications and understanding of the City’s needs to perform these services.

	Kaizen	Info Compass	Information Governance	Imerge Consulting
The firm’s understanding of the project and the City’s needs. (20 points)	18	20	18	10
Qualifications and experience of personnel assigned to the project. Performance history on similar projects. Ability of the firm to perform the specific tasks outlined in the ITQ. (20 points)	18	5	15	20
Scope description on what will be accomplished and firms approach to the project. (25 points)	24	25	20	20
Description on what will be provided to the City with this project. (30 points)	29	30	20	25
Completion schedule - Time to complete work. (5 points)	5	2	5	2
Project Cost (Cost will not be the primary determining factor but will be considered.)	\$44,000	\$105,600	\$26,460	\$32,000
Total (out of 100 points)	94	82	78	77

After consulting with the City Attorney's office, staff concluded that the specialized experience of a professional consultant would offer a more comprehensive approach to building the right rules and a roadmap for implementation.

The selected consultant will meet with City staff on multiple occasions to develop the records management plans and retention schedule and staff will present the plan to the City Council for adoption. The work is anticipated to take six months to complete.

Staff has checked the references submitted by the consultant which included the Cities of Concord and Napa. All references were satisfactory.

FISCAL IMPACT

The Fiscal Year 2015-16 City Budget includes \$20,000 for this project. The City Council is asked to appropriate an additional \$24,000 for this project. Approval of the project will ensure that the City maintains the accessibility to information for as long as is required for business, legal, or historical purposes, while reducing the risk and costs associated with "over retaining" obsolete information.

RECOMMENDATION

Staff recommends the Council award the contract for the Citywide Records Management Plan and Retention Schedule to Kaizen InfoSource and appropriate an additional \$24,000 to Account #101-07-4150-0000 to complete the project. If Council concurs, the appropriate action would be:

"A motion to award the contract for the Citywide Records Management Plan and Retention Schedule to Kaizen InfoSource and appropriate an additional \$24,000 to Account #101-07-4150-0000 to complete the project."

Attachments: Proposal From Kaizen InfoSource |



October 19, 2015 Revised November 17, 2015

Sent Via Email

Ms. Veronica Ruiz
City Clerk
City of San Marino
220 Huntington Drive
San Marino, CA 91108

Re: Quote for Records and Information Management Consulting Services

Dear Ms. Ruiz:

Thank you for the opportunity for Kaizen to provide the City of San Marino (the "City") with a quote for Records and Information Management (RIM) consulting services. The City is seeking a consultant to develop an implementation plan that includes draft governance documents that provide the right rules and controls for managing information, as well as the basic functional requirements for a Document Management System, and governance requirements for standardized management of email messages.

This letter serves as Kaizen's quote for our services identified in the Invitation to Quote (ITQ) and the steps to provide the following RIM program elements:

1. Update and deliver a modernized Retention Schedule, RIM Program Policy, Policy Map, and an associated taxonomy or file plan.
2. Develop the business and functional requirements for the city to issue a Request for Proposal (RFP) to purchase a Document Management System.
3. Develop a policy and disposition procedure to better manage email.
4. Develop a plan for implementation and socialization of the documents created.

ABOUT KAIZEN

Kaizen InfoSource LLC ("Kaizen") is a Records and Information Management (RIM) and Records Technology consulting company located in California that specializes in creating focused solutions to directly meet the needs and goals of the client both in the near-term and into the future. Kaizen's client industries include local government, law firms, state government and private industry. Kaizen has the exact experience needed to complete the program elements listed above and help the Firm in addressing long-term sustainability of the RIM Program.

Kaizen's team of consultants has more than 125 years of combined experience in the field of RIM and Records Management Technology. Our consultants are former practitioners, including law firm experience, and come to this project with an appreciation of the struggles the Firm has and the knowledge of how to achieve success. See *Appendix A* for a list of our consultant team and their biographies.

PROJECT APPROACH AND QUOTE

For this project, Kaizen proposes the following tasks:

1. Kaizen begins each project with a kickoff meeting with our clients. During the meeting the specific tasks, roles and responsibilities and the amount of time anticipated to complete each task are identified and listed in a working plan. This first step is critical in order to set expectations around both the tasks and the project timeline. After the meeting, Kaizen will provide the City with a working plan and a list of City documents that will need to be reviewed, if any. **Deliverable: Working Plan.**
2. Develop a Records and Information Management Policy and Policy Map. Kaizen will prepare a draft policy to support the City's goal in improving the overall management of records and information. Upon delivery of a final draft, Kaizen will include a Policy Map that identifies all the subordinate documents (procedures, guidelines, forms, standards, etc.) needed by the City for employees to implement the requirements of the policy and the Retention Schedule. **Deliverables: RIM Policy and Policy Map**
3. Developing a Retention Schedule requires meeting with subject matter experts from each of the departments. Before meeting with any individuals from the departments, Kaizen will draw upon its experience and create a working draft of a functional Retention Schedule for the City that will be used as a starting point for discussion during the interviews.
4. Kaizen will conduct interviews with subject matter experts from each department to gain an understanding of what information is being created and stored. This information will be used to refine the draft Retention Schedule listing the City's record categories and how long each category needs to be retained, regardless of whether the information is in paper or electronic format. These interviews also provide the baseline for how information is being organized by the departments today.
5. Kaizen will provide directions and instructions for the City to review the draft Retention Schedule and provide edits and changes. When the Retention Schedule is in its final review, Kaizen will add the taxonomy or file plan requirements. These requirements will provide necessary guidance for incorporating retention rules into a document management system (DMS). **Deliverables: Retention Schedule and Taxonomy**
6. Kaizen will complete the drafts of the file plans and folder structures for each department by working with subject matter experts on the types of documents created by the department and mapping them to a folder structure that meets the department's needs and uses the Retention Schedule's functional structure. **Deliverable: Department File Plans**
7. Kaizen has experience in writing the DMS business and functional requirements for a California City to develop a RFP. Kaizen recommends the City create a team comprised of the City Clerk's Office and the Information Technology (IT) Department to provide input on the requirements documents. Kaizen will draft the requirements and then review them with both the business contacts as well as IT to ensure the requirements requested

of vendors can be used on the City’s infrastructure and be managed by existing staff.

Deliverable: Business and Functional Requirements for DMS

8. Kaizen recognizes the City asked for a policy document for email retention and disposition. Kaizen recommends that the policy statement be added to the RIM Program Policy and a subordinate document in the form of a procedure or standard be developed to instruct employees on how to manage, store and disposition email. Until the City determines the level of instruction to give employees, the type of document to be created will be decided later. **Deliverable: Email Management Procedure (or Standard)**

9. The consultants at Kaizen understand that a Retention Schedule and Policy can only be used by employees who have been trained to read and understand how they are applied to paper and to the electronic files in their file shares. Kaizen will develop a training plan and deliver a training session on the new policy and Retention Schedule. **Deliverables: Training Plan and Introduction to RIM and the Retention Schedule Training slides**

The nine tasks above will take from five to six months to complete. The timeline will be affected by the time it takes the City to review the Retention Schedule, the City’s final adoption of the functional Retention Schedule, and by the availability of staff to assist with the design of the folder structures.

Our quote for these services is as follows:

Task No.	Deliverable	Cost	Notes
Fiscal Year 2016/2016			
1	Working Plan	No Cost	Included in overall pricing
2	Final Draft Policy and Policy Map	No Cost	Included in this price is a Program Glossary at no Charge
3-5	Final Draft Retention Schedule and Taxonomy	\$10,000	
6	Department File Plans – 11	\$15,000	
8	Final draft Email Management governance document	\$2,500	
Subtotal for 2015/2016		\$27,500	
Fiscal Year 2016/2017			
7	Business and Functional Requirements for a DMS	\$10,000	
9	Training Plan, Training Slides and 2 training sessions	\$6,500	
Subtotal for 2016/2017		\$16,500	
Total for all deliverables		\$44,000	

Kaizen invoices at the end of the month for deliverables presented to the City. Expenses are invoiced at cost without mark up.

References

- 1. Joelle Fockler and Marsha Moore**
City of Concord
Fockler, Joelle
Joelle.Fockler@cityofconcord.org
(925) 671-3390

Marsha Moore
Marsha.Moore@cityofconcord.org
(925) 671-3085
- 2. Lisa Blackmon**
City of Napa
lblackmon@cityofnapa.org
(707) 257-9503
- 3. Lyle Block**
Antelope Valley Transportation Authority
lblock@avta.com
(661) 729-2288

Again, thank you for the opportunity to provide you with a quote. We look forward to having further discussions with you about this quote and hopefully working with you and the City of San Marino in the future.

Sincerely,

Helen Streck

Helen Streck
President and CEO
Kaizen InfoSource LLC

APPENDIX A – EXPERIENCE OF KAIZEN PARTNERS

Helen Streck / President and CEO

Ms. Streck has over 29 years of experience in information management design and implementation for both private corporations and public entities. Ms. Streck has also been deposed four times and interviewed by the U.S. Attorney's office for describing and defending her RIM Program designs and practices. Prior to coming to Kaizen, Ms. Streck served as a records management consultant for Shook, Hardy & Bacon LLP. Ms. Streck has served as director of corporate records and information management for pharmaceutical companies, and a Records Manager and consultant for municipal government agencies and law firms. Ms. Streck has also crafted information management program strategies for diverse organizations and built concrete, actionable steps for implementation of these strategies across a broad spectrum of domestic and international clients. Ms. Streck is active in ARMA International where she is a presenter for ARMA at international conferences. In addition, she has published articles in various professional newsletters and is a past contributor to the monthly columnist for the AIIM Infonomics Magazine for the Association for Information and Image Management (AIIM) and the ERM/ECM Community of AIIM.

Norman K. Weiner / SVP, Information Technology Services

Mr. Weiner has over 27 years of experience as a senior technology executive and consultant in companies of international, national and regional scope. As CIO, VP, Director, and SVP he has developed and implemented successful strategic planning initiatives for RIM and IT services in Government, Legal, Insurance, Education, and Healthcare industries. As a practitioner, Mr. Weiner applies a unique combination of technology, information, and financial management skills and experience to align business processes and technical requirements among an organization's business units and IT service. With a focus on return on investment, he assists clients with strategic technology assessment, business case development, business process analysis, and business and functional requirements for enterprise information systems. Mr. Weiner has managed structured and unstructured data with systems for Enterprise Content Management, Electronically Stored Information, Records Information Management; Document Management, Electronic Document Lifecycle Management, Compliance, Legal Suspense, eDiscovery, Litigation Support, Email, Archiving, Social Media, Web Content, and Financial Systems. Mr. Weiner is a member of ARMA. As an international and national speaker he presents webinars, all-day seminars, and workshops, including the annual ARMA International Conference and Exposition, Asia Pacific Information Management Conference, annual vendor seminars, and at numerous ARMA regional and local chapters.

R. Scott Murchison, CRM / SVP, Information Management Services

Mr. Murchison is a Certified Records Manager (CRM) and holds a Communication degree and has 25 years of experience in Records and Information Management in a variety of industries including banking, insurance, and the entertainment industry. Mr. Murchison has provided both design and implementation of records management systems for personnel and payroll, corporate records retention policies, taxonomy, budgetary systems, vendor management, Copyright & Trademark systems design and implementation, and for Sarbanes-Oxley, USA Patriot Act and HIPAA Compliance implementation. Previous clients have included the Federal Reserve Bank of NY, Guardian Life Insurance Company of America, Hilton Hotels, and 20th Century Fox/New World Entertainment as well as other clients in the construction, media, and finance industries. Mr. Murchison specializes in total design and implementation of information management and records

retention schedules, from design to training, providing comprehensive solutions for the needs of companies and departments, whether large or small.

Pilar McAdam, CRM, ERM / Partner, Information Management Services

Ms. McAdam is a Certified Records Manager with more than 35 years of experience in records and information governance. At Kaizen, Pilar has worked with clients in both the public and private sectors, including municipalities, utilities, educational institutions, insurance companies and pharmaceutical organizations. Ms. McAdam has been a Manager of Business Intake & Records at Sheppard Mullin Richter & Hampton, LLP, Team Lead for the Records and Information Management Program at The Boeing Company and corporate Records Manager for Hughes Electronics. Ms. McAdam's experience includes policy and procedure development, retention scheduling, business process analysis, and coordination of training and compliance programs. Ms. McAdam has also served multiple terms as president of the Greater Los Angeles chapter of ARMA International, four years as a trustee on the board of the ARMA International Educational Foundation and four years as a region coordinator for the Pacific region.

City of San Marino AGENDA REPORT



Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

Steven W. Huang, DDS, Council Member

Steve Talt, Council Member

Richard Ward, Council Member

TO: MAYOR AND CITY COUNCIL
FROM: JOHN T. SCHAEFER, CITY MANAGER
BY: JOHN INCONTRO, CHIEF OF POLICE
AARON BLONDE', POLICE SERGEANT
DATE: JANUARY 13, 2016

SUBJECT: **ADOPTION OF ORDINANCE NO. O-16-1305-U EXTENDING O-15-1302-U PROHIBITING ALL COMMERCIAL MEDICAL MARIJUANA USES IN THE CITY, INCLUDING DELIVERIES AND CULTIVATION FOR MEDICAL USE BY A QUALIFIED PATIENT OR PRIMARY CAREGIVER, APPROVAL OF A CATEGORICAL EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL ACT AND ADOPTION OF A GOVERNMENT CODE SECTION 65858(d) REPORT**

BACKGROUND

In 1996, California Voters approved Proposition 215, "The Compassionate Use Act," which provided criminal immunity for patients and primary caregivers for possession and cultivation of marijuana if a doctor has recommended the marijuana for medical use. On January 1, 2004, SB 420 went into effect. Senate Bill 420 (Medical Marijuana Program Act or MMPA) allows cities and counties to adopt and enforce rules and regulations which enhance the access of patients and caregivers to medical marijuana through collectives and cooperative cultivation projects. In 2010, the San Marino City Council adopted an Ordinance prohibiting the establishment and operation of medical marijuana dispensaries in the City.

This year, AB 266 became effective. AB 266 provides that jurisdictions desiring to ban deliveries of marijuana or mobile dispensaries of marijuana will need to have an ordinance in place that affirmatively identifies and prohibits this activity. Failure to adopt an expressed ban ordinance before the State begins to issue licenses could result in State-licensed dispensaries delivering medical marijuana within the city. Also approved this year was AB 243, which contains a provision stating that cities with no ordinance regulating or prohibiting cultivation of marijuana by March 1, 2016 will lose the authority to regulate or ban cultivation within their city limits.

In order to protect the public health, safety and welfare, the City Council enacted Ordinance No. O-15-1302-U. This ordinance established a moratorium prohibiting all commercial marijuana uses in the City. The ordinance expires on January 23, 2016.

Since enactment of Ordinance No. O-15-1302-U, the staff has investigated the possible ancillary negative effects of commercial marijuana uses and possible ways to protect the public against such negative effects. Staff has also contacted other cities to learn how they have dealt with these uses and related issues.

However, staff requires additional time to develop regulations that are appropriate for San Marino. This information about the steps the City has taken to alleviate the conditions which led to the adoption of Ordinance No. O-15-1302-U shall constitute the written report required by Subdivision (d) of Government Code Section 65858.

There is a risk that some marijuana uses, including marijuana cultivation, delivery and warehousing, could be commenced before the City enacts permanent regulations on marijuana uses. Based on this possibility and the Recitals in Section A of Ordinance No. O-16-1305-U, the City Council finds that the immediate threat to the public health, safety and welfare that caused the City Council to enact Ordinance No. O-15-1302-U still exists. This threat is especially great in San Marino because all commercial properties in San Marino on which such commercial marijuana uses could be established are immediately adjacent to residential property.

FISCAL IMPACT

Adoption of this ordinance will have no fiscal impact on the City.

RECOMMENDATION

Staff recommends that the City Council conduct a public hearing, approve the findings contained in the staff report and Ordinance No. O-16-1305-U, approve the Government Code Section 85858(d) report, find that Ordinance No. O-16-1305-U is categorically exempt from the California Environmental Quality Act as stated in the Ordinance and adopt Ordinance No. O-16-1305-U extending ordinance No. O-15-1302-U for 22 months and 15 days.

Attachment: Urgency Ordinance No. O-16-1305-U

ORDINANCE NO. O-16-1305-U

AN INTERIM ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN MARINO, PROHIBITING ALL COMMERCIAL MEDICAL MARIJUANA USES IN THE CITY, INCLUDING DELIVERIES, PROHIBITING ALL MEDICAL MARIJUANA CULTIVATION, INCLUDING CULTIVATION FOR MEDICAL USE BY A QUALIFIED PATIENT OR PRIMARY CAREGIVER, AND DECLARING THE URGENCY THEREOF.

A.

Recitals.

(i) In 1996, the passage of Proposition 215 served to codify California Health and Safety Code § 11362.5 entitled “The Compassionate Use Act of 1996” or “CUA” sometimes herein).

(ii) In 2004, the Legislature enacted Senate Bill 420 (codified as California Health and Safety Code § 11362.7, et seq. and sometimes referred to herein as the “Medical Marijuana Program” or “MMP”) to clarify the scope of Proposition 215 and to provide qualifying patients and primary caregivers who collectively or cooperatively cultivate marijuana for medical purposes with a limited defense to certain specified State criminal statutes. Assembly Bill 2650 (2010) and Assembly Bill 1300 (2011) amended the Medical Marijuana Program to expressly recognize the authority of cities and counties to “[a]dopt local ordinances that regulate the location, operation, or establishment of a medical marijuana cooperative or collective” and to civilly and criminally enforce such ordinances.

(iii) In City of Riverside v. Inland Empire Patients Health and Wellness Center, Inc. (2013) 56 Cal.4th 729, the California Supreme Court held that “[n]othing in the CUA or the MMP expressly or impliedly limits the inherent authority of a local jurisdiction, by its own ordinances, to regulate the use of its land. . . .” Additionally, in Maral v. City of Live Oak (2013) 221 Cal.App.4th 975, the Court of Appeal held that “there is no right – and certainly no constitutional right – to cultivate medical marijuana. . . .” The Court in Maral affirmed the ability of a local governmental entity to prohibit the cultivation of marijuana under its land use authority.

(iv) The Federal Controlled Substances Act, 21 U.S.C. § 801, et seq., classifies marijuana as a Schedule 1 Drug, which is defined as a drug or other substance that has a high potential for abuse, that has no currently accepted medical use in treatment in the United State, and that has not been accepted as safe for use under medical supervision. The Federal Controlled Substances Act makes it unlawful under federal law for

any person to cultivate, manufacture, distribute or dispense, or possess with intent to manufacture, distribute or dispense, marijuana.

(v) On October 9, 2015 Governor Brown signed Assembly Bill No. 243, Assembly Bill No. 266, and Senate Bill 643 into law, which collectively are known as the Medical Marijuana Regulation and Safety Act (hereinafter “MMRSA”). The MMRSA sets up a State licensing scheme for commercial medical marijuana uses, while protecting local control by requiring that all such businesses must have a local license or permit to operate in addition to a State license. The MMRSA allows the City to completely prohibit commercial medical marijuana activities.

(vi) The City Council finds that commercial medical marijuana activities, as well as cultivation for personal medical use as allowed by the Compassionate Use Act and Medical Marijuana Program, can adversely affect the health, safety, and well-being of City residents. Based upon experiences of narcotics detectives of the San Marino Police Department, the unlawful sales of marijuana in the vicinity of lawful medical marijuana dispensaries occasionally occurs. Because large amounts of cash are often present at such dispensaries, they can also become the target of violent criminal activity.

Some California cities have reported negative effects of marijuana cultivation, processing and distribution activities, including offensive odors, illegal sales and distribution of marijuana, trespassing, theft, violent robberies and robbery attempts, fire hazards, and problems associated with mold, fungus, and pests. Furthermore, as marijuana plants begin to flower, and for a period of two months or more, the plants produce a strong, unique odor, offensive to many people, and detectable far beyond property boundaries if grown outdoors. This odor can have the effect of encouraging theft by alerting persons to the location of the valuable plants, and creating a risk of burglary, robbery or armed robbery of the plants and creating the potential for violent acts related to such criminal activity.

The indoor growing and cultivation of marijuana, often unattended, has potential to cause harm to persons and property in that the use of high wattage grow lights and excessive use of electricity increases the risk of fire which presents a distinct risk of harm to the building and its occupants.

Based on the foregoing, the City Council finds that in order to more fully protect the public health, safety and welfare, prohibiting commercial marijuana activities and cultivation for medical purposes is proper and necessary to avoid the risks of criminal activity, degradation of the natural environment, noxious smells and indoor electrical fire hazards that may result from such activities.

(vii) The limited immunity from specified state marijuana laws provided by the Compassionate Use Act and Medical Marijuana Program does not confer a land use right or the right to create or maintain a public nuisance.

(viii) The MMRSA contains language that requires the City to prohibit cultivation uses by March 1, 2016 either expressly or otherwise under the principles of permissive zoning, or the State will become the sole licensing authority. The MMRSA also contains language that requires delivery services to be expressly prohibited by local ordinance, if the City wishes to do so.

(ix) While the City Council believes that cultivation and all commercial medical marijuana uses are already prohibited under the City's permissive zoning regulations, the Council nevertheless intends to expressly prohibit such uses in all zones throughout the City.

(x) Based upon Recital Nos. (i) through (ix), above, the City Council finds that there is a current and immediate threat to the public health, safety and welfare presented by the recent enactment and January 1, 2016 effective date of the MMRSA, and the potential for commercial marijuana activities, including deliveries, and cultivation of marijuana for personal medical use, to occur prior to the establishment of zoning regulations under normal planning and zoning processes of the City. Therefore, based on the City's need for additional time to fully evaluate the primary and secondary effects of the activities to be licensed under the MMRSA, and to establish appropriate standards necessary to address all such effects, the City Council finds that the immediate preservation of the public health, safety and welfare requires that this interim Ordinance be enacted as an urgency ordinance pursuant to Government Code Section 65858 and take effect immediately upon adoption, and its urgency is hereby declared.

(xi) All legal prerequisites to the adoption of this Ordinance have occurred.

B. Ordinance

NOW, THEREFORE, the City Council of the City of San Marino ordains as follows:

Section 1. The City Council finds that the facts set forth in the Recitals, Part A, of this Ordinance are true and correct.

Section 2. Definitions. Hereinafter in this Ordinance the following words shall have the meanings set forth below, unless the context otherwise permits or requires:

"Cannabis" shall have that meaning set forth in the MMRSA, as the same may be amended from time to time, and shall include all parts of the plant cannabis sativa linnaeus, cannabis indica, or cannabis ruderalis, whether growing or not; the seeds

thereof; the resin, whether crude or purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. “Cannabis” also means the separated resin, whether crude or purified, obtained from marijuana. “Cannabis” also means marijuana as defined by Section 11018 of the Health and Safety Code as enacted by Chapter 1407 of the Statutes of 1972. “Cannabis” does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination. For the purpose of this Ordinance, “cannabis” does not mean “industrial hemp” as defined by Section 81000 of the Food and Agricultural Code or Section 11018.5 of the Health and Safety Code.

“Commercial cannabis activity” shall have that meaning set forth in the MMRSA, as the same may be amended from time to time, and shall include cultivation, possession, manufacture, processing, storing, laboratory testing, labeling, transporting, or distribution, as those terms are defined or used in the MMRSA, and/or sale, of medical cannabis or a medical cannabis product, except as provided in Section 7 of Senate Bill No. 643 (2015-2016).

“Cooperative” shall mean two or more persons collectively or cooperatively cultivating, using, transporting, possessing, administering, delivering or making available medical cannabis, with or without compensation.

“Cultivation” shall have the same set forth in the MMRSA, as the same may be amended from time to time, and shall include any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis.

“Delivery” shall have the same meaning as set forth in the MMRSA, as the same may be amended from time to time, and shall include the commercial transfer of medical cannabis or medical cannabis products from a dispensary, up to an amount determined by the bureau to a primary caregiver or qualified patient as defined in Section 11362.7 of the Health and Safety Code, or a testing laboratory. “Delivery” also includes the use by a dispensary of any technology platform owned and controlled by the dispensary, or independently licensed under the MMRSA, that enables qualified patients or primary caregivers to arrange for or facilitate the commercial transfer by a licensed dispensary of medical cannabis or medical cannabis products.

“Dispensary” shall have the same meaning as set forth in the MMRSA, as the same may be amended from time to time, and shall include any facility where medical cannabis, medical cannabis products, or devices for the use of medical cannabis or medical cannabis products are offered, either individually or in any combination, for retail sale, including an establishment that delivers, pursuant to express authorization by local ordinance, medical cannabis and medical cannabis products as part of a retail sale. “Dispensary” shall also include “dispensary” as defined in San Marino Municipal Code Section 23, and a cooperative as defined herein.

“Medical cannabis,” “medical cannabis product,” or “cannabis product” shall have the same meanings as set forth in the MMRSA, as the same may be amended from time to time.

“Medical Marijuana Regulation and Safety Act” or “MMRSA” shall collectively mean the Medical Marijuana Regulation and Safety Act as contained, codified, enacted, and signed into law on October 9, 2015, as Assembly Bill No. 243, Assembly Bill No. 266, and Senate Bill 643, as the same may be amended from time to time.

“Primary caregiver” shall have the same meaning as set forth in Health and Safety Code § 11362.7, as the same may be amended from time to time.

“Qualifying patient” or “Qualified patient” shall have the same meaning as set forth in Health and Safety Code § 11362.7, as the same may be amended from time to time.

Section 3. Prohibition.

- A. Commercial cannabis activities of any type or nature are expressly prohibited in all zones and all specific plan areas in the City of San Marino. No person shall establish, operate, maintain, conduct or allow a commercial cannabis activity anywhere within the City. No application for a building permit, conditional use permit, business license, or any other entitlement authorizing the establishment, operation, maintenance, development, or construction of any commercial cannabis activity, shall be approved during the term of the prohibition established in this Ordinance.
- B. To the extent not already prohibited by subsection A above, all deliveries of medical cannabis and/or medical cannabis products to or from the City of San Marino are expressly prohibited within the City of San Marino. No person shall conduct or perform any delivery of any medical cannabis or medical cannabis product, which delivery either originates or terminates within the City.
- C. This section is meant to prohibit all activities for which a State license is required pursuant to the MMRSA. Accordingly, the City shall not issue any permit, license or other entitlement for any activity for which a State license is required under the MMRSA.
- D. Cultivation of cannabis for commercial or non-commercial purposes, including cultivation by a qualified patient or a primary caregiver, is expressly prohibited in all zones and all specific plan areas in the City of San Marino. No person, including a qualified patient or primary caregiver, shall cultivate any amount of cannabis in the City, even for medical purposes.

- E. Nothing in this Ordinance, or its adoption, shall be deemed to affect any other prohibitions or regulations relating to marijuana contained in the San Marino Municipal Code, including, but not limited to, the provisions of Chapter 23.03.01 of the San Marino Municipal Code. In the event of any conflict between said Chapter and this Ordinance, the most restrictive provision shall govern. Nothing in this Ordinance shall be deemed to affect or excuse any violation of Chapter 23.03.01.

Section 4. Nothing in this Ordinance shall be interpreted to the effect that the City's permissive zoning scheme allows any other use not specifically listed therein.

Section 5. Public Nuisance. Any use or condition caused, or permitted to exist, in violation of any provision of this Ordinance shall be, and hereby is declared to be, a public nuisance and may be summarily abated by the City pursuant to Code of Civil Procedure Section 731 or by any other remedy available to the City.

Section 6. Penalty. Violation of any provision of this Ordinance shall constitute a misdemeanor and shall be punishable by a fine not to exceed one thousand dollars (\$1,000) or by imprisonment for a period not to exceed six (6) months, or by both such fine and imprisonment. Each and every day such a violation exists shall constitute a separate and distinct violation of this Ordinance.

Section 7. Civil Penalties. In addition to any other enforcement permitted by this Ordinance, the City Attorney may bring a civil action for injunctive relief and civil penalties against any person or entity that violates this Ordinance. In any civil action brought pursuant to this Ordinance, a court of competent jurisdiction may award reasonable attorney's fees and costs to the prevailing party.

Section 8. CEQA. This Ordinance is exempt from CEQA pursuant to CEQA Guidelines section 15305, minor alterations in land use, and section 15061(b)(3) which is the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment. Provisions of the City's permissive zoning ordinance already prohibit all uses that are being expressly prohibited by this Ordinance. Therefore, this Ordinance has no impact on the physical environment as it will not result in any changes.

Section 9. If any section, subsection, subdivision, sentence, clause, phrase or portion of this Ordinance, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

Section 10. This Interim Ordinance shall become operative concurrent with the expiration of Ordinance No. O-15-1302-U and shall expire, and the prohibition established hereby shall terminate, ten (10) months and fifteen (15) days after said effective date unless extended by the City Council pursuant to California Government Code Section 65858.

Section 11. The City Clerk shall certify as to the adoption of this Ordinance.

PASSED AND ADOPTED this _____ day of _____, 2016, by the following called vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAINED:	COUNCILMEMBERS:

Mayor

ATTEST:

City Clerk

**CONFERENCE WITH LABOR NEGOTIATOR
PURSUANT TO GOVERNMENT CODE SECTION
54957.6:**

Agency Negotiator: City Manager, John Schaefer

Employee Organization: San Marino Fire Fighters'
Association

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: |VERONICA RUIZ, CITY CLERK|

DATE: |JANUARY 13, 2016|

SUBJECT: 2016 CITY COUNCIL MEETING CALENDAR

Allan Yung, MD, Mayor
Richard Sun, DDS, Vice Mayor
Steven W. Huang, DDS, Council Member
Steve Talt, Council Member
Richard Ward, Council Member

DATE	DESCRIPTION	LOCATION *	TIME
January 13, 2016	Joint Meeting with DRC	City Hall EOC	5:00 P.M.
January 13, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
January 20, 2016	Meeting with the Community on the Budget Process	San Marino Center – Fireside Room	7:00 P.M.
January 29, 2016	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
February 10, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
February 26, 2016	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
March 9, 2016	Joint Meeting with Traffic Commission	City Hall EOC	5:00 P.M.
March 9, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
March 25, 2016	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
April 13, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
April 29, 2016	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
May 11, 2016	Joint Meeting with Library Board	City Hall EOC	5:00 P.M.
May 11, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
May 27, 2016	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
June 8, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
June 24, 2016	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
July 13, 2016	Joint Meeting with Planning Commission	City Hall EOC	5:00 P.M.
July 13, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
July 29, 2016	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
September 14, 2016	Joint Meeting with School Board	City Hall EOC	5:00 P.M.
September 14, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
September 30, 2016	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
October 12, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
October 28, 2016	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
November 9, 2016	Joint Meeting w/ Recreation Commission	City Hall EOC	5:00 P.M.
November 9, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
December 14, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.

* Unless otherwise notified, all City Council Meetings will take place in the City Hall Council Chamber, located at 2200 Huntington Drive, San Marino, CA 91108.

** If deemed necessary, the Council may schedule additional meetings.