

**MINUTES  
REGULAR MEETING  
OF THE SAN MARINO CITY COUNCIL  
FEBRUARY 14, 2018 - 6:00 P.M.**

**CALL TO ORDER:** Mayor Steve Talt called the meeting to order at 6:00 p.m. in the City Hall Council Chamber, 2200 Huntington Drive, San Marino, CA 91108.

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

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

**PUBLIC COMMENTS**

There were no public comments at this time.

**MOTION TO WAIVE FURTHER READINGS**

Council Member Shepherd Romey moved to waive the reading of the entire text of ordinances and resolutions; seconded by Council Member Jakubowski. The motion carried unanimously by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None.

**CITY MANAGER'S REPORT**

City Manager Marcella Marlowe reported on the City's operations for the previous month. Dr. Marlowe announced that Item 9 had been pulled from tonight's agenda, and that Item 3 had been pulled from the agenda and will be brought back to Council in March.

**PRESENTATIONS**

**1.      RECOGNITION OF BOOKMARK CONTEST WINNERS BY THE LIBRARY FOUNDATION**

Library Foundation Trustee Calvin Lo introduced the 2018 Bookmark Design Contest winners. The winners were Madeleine Cham, Kimberly Pan, Irene Xue, Caitlin Chwang, Ken Chin, and Ashley Tanaka.

**APPONTMENTS**

**2.      APPOINTMENT TO THE PLANNING COMMISSION**

Council Member Shepherd Romey presented the report and moved to appoint Jeri Wright to serve on the Planning Commission to fill the remainder of the current term vacancy

ending June 30, 2020; seconded by Council Member Jakubowski. The motion carried unanimously by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None.

### **CONSENT CALENDAR**

Council Member Jakubowski requested that Item 8 be pulled from the Consent Calendar for discussion.

Council Member Ude moved to adopt the Consent Calendar consisting of Items 4, 5, 6, and 7; seconded by Vice Mayor Huang. Following a roll call, the motion carried unanimously by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None.

**4. APPROVAL OF MINUTES**

Approve the Minutes of the Regular Meeting of December 13, 2017, the Special Meeting of January 10, 2018, the Regular Meeting of January 10, 2018, and the Special Regular Meeting of January 26, 2018.

**5. ACCEPTANCE AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION FOR THE FY 17-18 STREET REHABILITATION PROJECT NO. 9271**

Accept the FY 17-18 Street Resurfacing Project as complete and authorize the City Clerk to file the Notice of Completion.

**6. ACCEPTANCE AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION FOR THE CROWELL PUBLIC LIBRARY EXTERIOR PAINTING PROJECT NO. 1000**

Accept the Crowell Public Library Exterior Painting project as complete and authorize the City Clerk to file the Notice of Completion.

**7. ORDINANCE NO. O-18-1334, CHANGING THE TRAFFIC ADVISORY COMMISSION TO THE PUBLIC SAFETY COMMISSION (SECOND READING)**

Adopt Ordinance No. O-18-1334, an Ordinance of the City of San Marino creating a Public Safety Commission and amending Article 14, Chapter 2 of the San Marino City Code, to be effective on March 16, 2018.

### **CONSENT CALENDAR ITEMS PULLED FOR DISCUSSION**

**8. CHINESE SCHOOL OF SAN MARINO SUMMER RENTAL AT STONEMAN**

Council Member Ude requested that the City Manager come back with a recommended threshold for rate reductions, which would fall within the City Manager's approval authority.

The following person(s) spoke:

John Chou, Chinese Club of San Marino

Vice Mayor Huang moved to authorize a reduced rental fee of \$7,555 to the Chinese School of San Marino for the rental of Stoneman School classrooms for their 2018 summer school program; seconded by Council Member Jakubowski. Following a roll call, the motion carried unanimously by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None.

### **CITY TREASURER'S REPORT**

#### **10. CASH AND INVESTMENT REPORT FOR THE MONTH OF DECEMBER 2017**

It was the consensus of the City Council to receive and file the Cash and Investment Report for the month of December 2017.

### **NEW BUSINESS**

#### **11. REQUEST FOR DESIGNATION OF LOCAL HISTORIC LANDMARK- 1155 OAK GROVE AVENUE, (THORNTON)**

Planning and Building Director Aldo Cervantes presented the staff.

Council Member Shepherd Romey moved to approve the proposed Resolution designating the Thornton Estate property as a local historic landmark; seconded by Vice Mayor Huang. Following a roll call, the motion carried unanimously by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None.

#### **12. FISCAL YEAR 2017-18 MIDYEAR FINANCIAL REVIEW AND FINANCIAL PLANNING RECOMMENDATIONS**

Interim Administrative Services Director Josh Betta presented the staff report.

The following person(s) spoke:

Gene Ruckh, San Marino

Council Member Shepherd Romey moved to direct the City Manager to return to the City Council with 1) A report on early redemption of the City's Pension Obligation Bonds by 11 April 2018; 2) A policy for the functioning of the Capital Equipment Proprietary Fund

by 31 May 2018; and 3) A resolution of continuing operational appropriations effective through 31 August 2018. The motion was seconded by Council Member Ude. The motion carried unanimously by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None.

Council Member Shepherd Romey moved to direct the City Manager to 1) Not substantively alter any fee in the City's Fee Schedule that is limited by State law to cost recovery until and unless the City conducts a fee allocation study; 2) Immediately cease assessment and collection of the \$100 "No Transport Service at Scene" to San Marino residents component of City Fee for Service S-112 (Emergency Medical Transport); and 3) Publish a study of the total cost of services and contracts provided by the City to San Marino Unified School District by 11 April 2018. The motion was seconded by Council Member Jakubowski. Following a roll call, the motion carried unanimously by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None.

Council Member Shepherd Romey discussed a law review article she had distributed to the City Council prior to the meeting concerning "PILOT" programs (payment in lieu of taxation).

Vice Mayor Huang moved to appoint a subcommittee of the City Council to include Mayor Talt and Council Member Shepherd Romey to work with the City Attorney and staff as needed to research issues related to payment in lieu of taxation or related programs. The motion was seconded by Council Member Jakubowski. The motion carried unanimously by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None.

Council Member Shepherd Romey moved to complete the round of long-term and operational planning by establishing the following timelines: 1) The Long-Term Strategic Financial Planning Committee complete its work and place it on public record by 30 April 2018; 2) The City's Strategic Plan be completed and placed on public record by 30 April 2018; 3) The Preliminary FY 19 Budget be considered by the City Council in July 2018; and 4) The City Council adopt its Adopted FY 19 Budget in August 2018. The motion was seconded by Vice Mayor Huang. The motion carried unanimously by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None.

Council Member Jakubowski moved to direct the City Manager to implement the following for the FY 19 budget: 1) Pay its OPEB annual required contribution (ARC) as a matter of annual budgetary practice; 2) Include a transfer amount from the General Fund adequate to eliminate the Capital Projects Fund deficit; and 3) Eliminate dormant accounting funds from the City's General Ledger and collapse outstanding excess or deficit balances into the

General Fund for Fiscal Year Ended 30 June 2018. The motion was seconded by Council Member Shepherd Romey. Following a roll call, the motion carried unanimously by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None.

It was the consensus of the Council to direct the Strategic Financial Planning Committee to provide input regarding making a full lump-sum payment of the \$221,575 accrued OPEB liability so that all OPEB liability is eliminated from the FY 2018 Financial Statements, and bring their recommendation back to Council in April.

Council Member Jakubowski moved to revise the City's FY 19 Budget Calendar to document all actions of the City Council taken with respect to this item. The motion was seconded by Council Member Shepherd Romey. Following a roll call, the motion carried unanimously by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None.

**13. AMENDMENT OF PROFESSIONAL SERVICES AGREEMENT –  
ACCOUNTANT SERVICES**

Human Resources Manager David Serrano presented the staff report.

Council Member Ude moved to direct the City Manager to bring back to Council at their March meeting a proposal for the staffing for the accounting/finance department. The motion was seconded by Council Member Shepherd Romey. The motion carried unanimously by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None.

Council Member Shepherd Romey moved to 1) Approve an amendment to the contract with Vavrinek, Trine & Day, with a not-to-exceed amount of \$70,000; and 2) Authorize the City Manager to execute such an amendment. The motion was seconded by Council Member Ude. Following a roll call, the motion carried unanimously by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None.

**14. AUTHORIZATION TO PROCURE CITYWIDE MOBILE/CELL SERVICE  
AND CELL PHONES**

Human Resources Manager David Serrano presented the staff report.

Council Member Jakubowski moved to 1) Authorize the City Manager to procure a City cell service plan with a not-to-exceed amount of \$43,500 and to execute any necessary agreement or service plan documents with the selected cell service provider for cell service

and devices; and 2) Direct the City Manager to commence any required meet-and-confer procedures with the hope of reaching agreement to move away from a technology allowance and toward the issuance of a city-issued phone and service plan. The motion was seconded by Council Member Ude. Following a roll call, the motion carried unanimously by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None.

### **PUBLIC HEARING**

#### **15. RESOLUTION NO. R-18-02 ADOPTING THE COMMUNITY DEVELOPMENT BLOCK GRANT PROJECTS FOR FISCAL YEAR 2018-2019**

Parks and Public Works Director/City Engineer Michael Throne presented the staff report.

Mayor Talt opened the public hearing at 8:44 p.m. There being no public comments, the Mayor closed the public hearing.

Council Member Shepherd Romey moved to adopt Resolution No. R-18-02, a Resolution of the City of San Marino, California adopting the projected use of funds for the Community Development Block Grant program for Fiscal Year 2018-2019; seconded by Council Member Ude. Following a roll call, the motion carried unanimously by the following vote: AYES: Council Member Susan Jakubowski, Council Member Gretchen Shepherd Romey, Council Member Ken Ude, Vice Mayor Steven Huang, and Mayor Steve Talt. NOES: None.

### **WRITTEN COMMUNICATIONS**

Mayor Talt reported that the City Council received a letter from Cordelia Donnelly dated January 28, 2018.

### **COUNCIL REPORTS**

Council Member Jakubowski reported on the League of California Cities' New Council Member Academy she attended in January, and distributed an article entitled "Attributes of Exceptional Councils" by the Institute for Local Government.

Vice Mayor Huang reported that he attended the Los Angeles County Sanitation District Board Meeting last month.

Mayor Talt reported that he attended the San Gabriel Valley Council of Governments meeting, the San Marino School Board meeting, and the Chinese School's Lunar New Year Celebration.

**PUBLIC WRITINGS DISTRIBUTED**

There were no public writings distributed at this time.

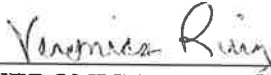
**PUBLIC COMMENTS**

The following person(s) spoke:

Gene Ruckh, San Marino (*submitted documents*)

**ADJOURNMENT**

The San Marino City Council adjourned at 8:58 p.m. to the next adjourned regular meeting to be held on **FRIDAY, MARCH 2, 2018, at 8:00 A.M.** in the Barth Room at the Crowell Public Library, 1890 Huntington Drive, San Marino, California.

  
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VERONICA RUIZ, CMC  
CITY CLERK