

**MINUTES
REGULAR MEETING
OF THE SAN MARINO CITY COUNCIL
FEBRUARY 10, 2016 - 6:00 P.M.**

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

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENTS

There were no public comments at this time.

MOTION TO WAIVE FURTHER READINGS

Vice Mayor Richard Sun 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 Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

PRESENTATIONS

1. RECOGNITION OF BOOKMARK CONTEST WINNERS BY THE LIBRARY FOUNDATION

Library Foundation Trustee Karen Wicke introduced the 2016 Bookmark Design Contest winners. The winners were Caitlin Chwang, Chasen Chwang, Ashley McGinn, Dora Li, Ken Chin, and Andrea Cai.

STUDY SESSION

2. REVIEW OF FINE AND FEE SCHEDULE AND ANTICIPATED REVENUES

Finance Director Lisa Bailey presented the staff report.

Thereafter followed Council discussion with staff on the fees for tree permits as well as major versus minor design review fees. After discussion, it was the consensus of the Council to direct staff to bring back the schedule of fees at a future meeting for a public hearing with an explanation of how the tree removal permit fee compares with adjacent cities and clarification on how minor design review fees are calculated.

CONSENT CALENDAR

Councilman Richard Ward moved to adopt the Consent Calendar consisting of Item 4; seconded by Vice Mayor Richard Sun. The motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

4. APPROVAL OF MINUTES

Approve the City Council Minutes of the Joint Meeting with the Design Review Committee of January 13, 2016, the Regular Meeting of January 13, 2016, and the Special Meeting of January 20, 2016.

CONSENT CALENDAR ITEMS PULLED FOR DISCUSSION

3. JANUARY 2016 DISBURSEMENT REPORTS

Councilman Steve Talt moved to ratify and file the Disbursement Reports for the period ending January 31, 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, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

5. AGREEMENT REGARDING THE ADMINISTRATION AND COST SHARING FOR IMPLEMENTING THE COORDINATED INTEGRATED MONITORING PROGRAM (CIMP) FOR THE UPPER LOS ANGELES RIVER WATERSHED MANAGEMENT AREA

Environmental Services Consultant Kevin Sales of KJ Services, who provides NPDES consulting services to the City explained that each city's cost allocation for the Coordinated Integrated Monitoring Program is based on the land area within the watershed. San Marino is within this single watershed and only has one cost allocation, but there are some cities that are within multiple watersheds which requires them to allocate for each watershed they are in.

Vice Mayor Richard Sun moved to approve an Agreement with San Gabriel Valley MS4 permittees for the administration and implementation of the Coordinated Integrated Monitoring Program through June 30, 2018; and appropriate \$16,430 to account 101-44-4150-570 to enable the first year expenses for the CIMP program; seconded by Councilman Richard Ward. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

NEW BUSINESS

6. PRESENTATION OF FINANCIAL STATEMENTS BY RICH KIKUCHI OF LANCE, SOLL AND LUNGHARD, CPAs

Finance Director Bailey introduced Rich Kikuchi of the CPA firm Lance, Soll and Lunghard.

Rich Kikuchi of the CPA firm Lance, Soll and Lunghard described the audit process, presented the audit findings, and referred to three documents, including an Audit Committee letter dated June 30, 2015 from his firm to the City Council; Auditor's Report; and Financial Statements.

Council requested that, in the future, staff make available the Auditor's Report and Financial Statements in a more timely manner.

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

Councilman Steve Talt moved to receive and file pages 13-88 of the Financial Statements for the fiscal year ending June 30, 2015, the auditor's report included therein, the Auditor's Report on Compliance and Internal Control Over Financial Reporting and the Audit Committee letter, and directed staff to review the Management Discussion and Analysis portion and bring back to Council for approval; 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, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

Councilman Huang left the meeting at 7:20 p.m., and returned at 7:24 p.m.

7. ANNUAL TRAFFIC REPORT

Police Chief John Incontro presented the staff report.

Vice Mayor Richard Sun suggested that future report statistics be formatted on a spreadsheet with a bar chart to make it easier for the public to identify trends.

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

Councilman Steve Talt moved to receive and file the Annual Traffic Report for the period ending December 31, 2015; seconded by Councilman Steven Huang. The motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

There being no objection, the Mayor moved to Item 10 on the agenda.

10. REQUEST FOR COUNCIL DIRECTION ON DONATIONS

City Manager John Schaefer presented the staff report.

Carver Elementary School PTA President, Sylvia Koh presented a certificate of recognition to the City Council.

The following person(s) spoke:

Hal Suetsugu, San Marino
Patrice Garcia, San Marino Police Officers' Association
Mark Phillips, San Marino Fire Department

Councilman Steve Talt moved to authorize the City Manager to approve up to \$1,500 on a regular basis for the public education institutions in San Marino including the Chinese School, directed the City Manager to work with the Police and Fire Departments to achieve a reduction in costs associated with these donations, and required that anything above \$1,500 would need Council approval; seconded by Vice Mayor Richard Sun. The motion carried 4-0-1 by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None. ABSTAIN: Councilman Richard Ward.

8. ORDINANCE NO. O-16-1306 STANDARDS FOR HEARING NOTICES AND DOCUMENTATION REQUIRED FOR DESIGN REVIEW APPLICATIONS (FIRST READING)

Planning and Building Director Aldo Cervantes presented the staff report.

Vice Mayor Richard Sun moved to approve Ordinance No. O-16-1306 on first reading with the change to section 7 to require second-story additions to provide a landscape plan to address privacy; seconded by Councilman Steve Talt. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

9. AWARD PROPOSAL OF RECRUITING SEARCH OF A PARKS AND PUBLIC WORKS DIRECTOR/CITY ENGINEER

City Manager John Schaefer presented the staff report.

The following person(s) spoke:

Fran Benuska, San Marino
"Little Paul", San Marino
Gene Ruckh, San Marino

Vice Mayor Richard Sun moved to award the proposal for VCA Code Staffing Solutions to conduct a recruitment search for a Parks and Public Works Director/City Engineer in

the amount of \$13,000.00; seconded by Councilman Richard Ward. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

PUBLIC HEARINGS

11. CONSIDERATION OF ADOPTION OF RESOLUTION R-16-02 APPROVING COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING RECOMMENDATIONS FOR FISCAL YEAR 2016-2017

Administrative Analyst Paddy Taber presented the staff report.

Mayor Allan Yung opened the hearing for public comment.

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

Councilman Richard Ward moved to adopt Resolution R-16-02; seconded by Councilman Steven Huang. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

WRITTEN COMMUNICATIONS

There were no written communications at this time.

COUNCIL REPORTS

There were no Council reports at this time.

CITY MANAGER'S REPORT

City Manager John Schaefer reported attending the League of California Cities - City Managers' Conference and gave a brief overview of the sessions.

PUBLIC WRITINGS DISTRIBUTED

There were no public writings at this time.

PUBLIC COMMENTS

The following person(s) spoke:

Gene Ruckh, San Marino, commented on the closed session items.

CLOSED SESSION

The City Council recessed to Closed Session at 8:27 p.m. to:

12. CONFERENCE WITH LABOR NEGOTIATOR – PURSUANT TO GOVERNMENT CODE SECTION 54957.6:

Agency Negotiator: City Manager, John Schaefer
Employee Organization: San Marino City Employees' Association
representing General Employees

13. CONFERENCE WITH LABOR NEGOTIATOR—PURSUANT TO GOVERNMENT CODE SECTION 54957.6:

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

14. CONFERENCE WITH LABOR NEGOTIATOR—PURSUANT TO GOVERNMENT CODE SECTION 54957.6:

Agency Negotiator: City Manager, John Schaefer
Employee Organization: San Marino Police Officers' Association

RECONVENE TO OPEN SESSION

Council reconvened to open session at 9:25 p.m.

CLOSED SESSION REPORT

There was no reportable action.

ADJOURNMENT

The San Marino City Council adjourned at 9:27 p.m. to an adjourned regular meeting to be held on **FRIDAY, FEBRUARY 26, 2016, at 8:00 A.M.** in the City Hall Council Chamber, 2200 Huntington Drive, San Marino, California.



VERONICA RUIZ, CMC
CITY CLERK